



Graduate Student Handbook

2012-2013





Dear Bellin College Students,

On behalf of the Bellin College Board of Trustees, Administration, Faculty, and Staff, I welcome you to our campus and am pleased you have made Bellin College your college of choice. We hope your experience will be challenging, rewarding, and gratifying.

The faculty, staff, and administration take pride in what they do and are eager to work with you to help you make the most of your college experience. Learning is not confined to the classroom, but involves a diverse array of activities from the classroom, the lab, and the clinical settings. These experiences support student growth that fosters and enhances the individual educational learning. The College values of excellence, integrity, community, and caring are foundational to all that we do.

This handbook will serve as a source of information about our support services, organizations, and activities provided at the college. It also contains information about pertinent policies, rules, and regulations for students while enrolled. Please take some time to review these tools as the information will help you in a multitude of ways.

Once again, I welcome you and I look forward to seeing you on campus. Welcome to Bellin College and I wish you all the best on your educational journey.

Sincerely,

A handwritten signature in cursive script that reads "Connie J. Boerst".

Connie J. Boerst, EdD, RN-BC
President/CEO
Professor of Nursing

The Bellin College Graduate Student Handbook is not intended to create or represent a contractual relationship between the College and any student. The Student Handbook, in conjunction with the Bellin College Catalog and other official College documents such as Financial Aid Policies and Procedures are intended to provide a student reference for rules and regulations governing student behavior and the College's expectations of its students.

Students are responsible to become familiar with information in all of the above listed College documents and adhere to the policies contained in these documents. Bellin College reserves the right to make changes in its policies and procedures as conditions warrant.

Student Handbook
GRADUATE PROGRAMS
2012-2013

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► Introduction to Bellin College

Mission Statement

Bellin College (BC) is dedicated to preparing health-care professionals by providing an intellectually stimulating environment focused on leadership, community service, and lifelong learning that promotes excellence in health-care practice and the advancement of the profession.

Values

EXCELLENCE – being the best

INTEGRITY – honest and ethical behavior

COMMUNITY – partnership and shared participation

CARING – empowering relationships based on empathy and respect

Vision

Bellin College will be the best health science college in the state of Wisconsin.

Philosophy of Teaching and Learning

Bellin College faculty are facilitators, role models and resources in the learning process. We provide an environment that supports a diverse student population. We pursue excellence in education by assisting students to develop critical thinking skills with a commitment toward the College values of Excellence, Integrity, Community, and Caring.

Teaching/learning is a dynamic process of discovery attained through interaction and engagement. Faculty members implement cooperative teaching strategies in partnership with students to achieve program outcomes. Students share the responsibility of achieving their learning goals through participation in the education process. As co-creators of their learning, students have a responsibility to develop a scholarly approach to learning through assimilation and integration of new knowledge, utilization of technology, and life experiences.

Graduates of Bellin College are prepared to function in leadership roles and to affect social, ethical, political, and economic issues.

School of Nursing Philosophy

We believe professional nursing is an interactive, caring process based on knowledge attained from nursing research, nursing theory, professional nursing values, the arts, sciences, and humanities. Professional nurses assume leadership roles in health promotion and maintenance, disease prevention, illness management, and end of life care. Nurses are responsible for the delivery of effective, high-quality patient care in collaboration with other health care professionals. Graduates of Bellin College serve as role models for professional nursing practice, community service, and life-long learning. Our graduates are prepared to address the health care needs of a diverse, global society and its individuals, and are committed to advancing the professional practice of nursing.

MSN Program Philosophy

The graduate program builds on the baccalaureate nursing education to prepare nurses for leadership roles in advanced practice. The master's curriculum provides the depth and breadth of knowledge and skills that are applied in a variety of educational and practicum settings. Role development and scholarship that attend to leadership and professional standards provide the foundation for advanced practice. The Master of Science in Nursing program provides a foundation for doctoral study.

School of Nursing Purposes

- To provide excellent educational programs which are responsive to the community.
- To create an intellectually stimulating environment for students, faculty, and staff.
- To contribute to the community's well-being through faculty, staff and student services.
- To stimulate a climate of quality improvement.

Graduate Program Outcomes

At the conclusion of the program, the student will have demonstrated:

- Demonstrate accountability for professional practice.
- Demonstrate leadership that uses critical and reflective thinking in education and health care settings.
- Synthesize, critique, evaluate, and use theory from nursing and related disciplines to guide advanced nursing roles.
- Use information technology and evidence-based practice for implementation and evaluation of strategies for quality and safety.
- Analyze ethical, legal, and societal factors that influence access, equality, quality, and cost of health care.
- Collaborate and consult with intra- and interprofessional teams to improve outcomes.
- Deliver safe, quality care to diverse populations in a variety of settings and roles.

Graduate Program Goals

- Prepare nurses for leadership in advanced roles.
- Provide a foundation for doctoral study.

American Nurses Association Code of Ethics for Nurses

(Approved July 2008)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
 - Respect for human dignity
 - Relationships to patients
 - The nature of health problems
 - The right to self-determination
 - Relationships with colleagues and others
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
 - Primacy of patient's interests
 - Conflict of interest for nurses
 - Collaboration
 - Professional boundaries
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
 - Privacy
 - Confidentiality
 - Protection of participants in research
 - Standards and review mechanisms
 - Acting on questionable practice
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
 - Acceptance of accountability and responsibility
 - Accountability for nursing judgment and action
 - Responsibility for nursing judgment and action
 - Delegation of nursing activities
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
 - Moral self-respect
 - Professional growth and maintenance of competence
 - Wholeness of character
 - Preservation of integrity

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
 - Influence of the environment on moral virtues and values
 - Influence of the environment on ethical obligations
 - Responsibility for the health care environment
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
 - Advancing the profession through active involvement in nursing and health care policy
 - Advancing the profession by developing, maintaining, and implementing professional standards in clinical, administrative, and educational practice
 - Advancing the profession through knowledge development, dissemination, and application to practice
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
 - Health needs and concerns
 - Responsibilities to the public
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
 - Assertion of values
 - The profession carries out its collective responsibility through professional associations
 - Intra-professional integrity
 - Social reform

Academic (Semester/Block) Timelines

| MSN - Graduate (Educator – entry prior to Fall 2012) | MSN – Graduate (Family Nurse Practitioner & Educator – entry Fall 2012 and after) |
|--|--|
| Sessions | Semesters |
| Fall Session 1: Aug/Sep – Oct Fall Session 2: Oct – Dec Spring Session 1: Jan – March Spring Session 2: March – May Summer Session: June- July | Fall: Aug/Sep – Dec Spring: Jan – May Summer: June – July |

Semester/Session and Registration Dates

| MSN Registration/Semester/Session Dates 2012-13 | | | | |
|---|------------------|---------------------|-------------|-------------------|
| Existing Nurse Educator Option | Registration Due | Session Start Date | Tuition Due | Session End Date |
| Summer Session | 5/17/2012 | 5/29/2012 | 6/11/2012 | 7/20/2012 |
| Fall Session 1 | 8/1/2012 | 8/20/2012 | 8/31/2012 | 10/12/2012 |
| Fall Session 2 | 10/1/2012 | 10/22/2012 | 11/5/2012 | 12/14/2012 |
| Spring Session 1 | 1/2/2013 | 1/21/2013 | 2/1/2013 | 3/15/2013 |
| Spring Session 2 | 3/5/2013 | 3/25/2013 | 4/1/2013 | 5/17/2013 |
| Summer Session | 5/7/2013 | 5/28/2013 | 6/10/2013 | 7/19/2013 |
| MSN Entry Fall 2012 | Registration Due | Semester Start Date | Tuition Due | Semester End Date |
| Fall Semester | 8/6/2012 | 8/27/2012 | 9/10/2012 | 12/14/2012 |
| Spring Semester | 1/2/2013 | 1/21/2013 | 2/1/2013 | 5/10/2013 |

Calendar (MSN) – Academic Year

Students are encouraged to see the detailed calendar on the College website for dates and items beyond the MSN specifics listed below.

| Semester | Bellin College (BC) 2012-2013 Academic Year | | Dates |
|---|--|--|---------------|
| MSN Options (Existing Nurse Educators) and (MSN Entry Fall 2012) | | | |
| Summer 12 | SUMMER SEMESTER 2012 | | |
| Summer 12 | MSN - Registration Deadline - Summer Semester (Existing Nurse Educator Option) | | May 17 |
| Summer 12 | BC - Faculty Last Day Academic Year | | May 25 |
| Summer 12 | Memorial Day (Bellin College Closed) | | May 28 |
| Summer 12 | MSN - Classes Begin - Summer Semester (Existing Nurse Educator Option) | | May 29 |
| Summer 12 | MSN - Tuition Due - Summer Semester (Existing Nurse Educator Option) | | Jun 11 |
| Summer 12 | Independence Day Holiday (Bellin College Closed) | | Jul 4 |
| Summer 12 | MSN - Classes End - Summer Semester (Existing Nurse Educator Option) | | Jul 20 |
| Fall 12 | FALL SEMESTER 2012 | | |
| Fall 12 | MSN - Registration Deadline- Fall Session 1 (Existing Nurse Educator Option) | | Aug 1 |
| Fall 12 | MSN - Registration Deadline- Fall Semester (MSN Entry Fall 2012) | | Aug 6 |
| Fall 12 | BC - Faculty Return | | Aug 13 |
| Fall 12 | MSN - Classes Begin - Fall Session 1 (Existing Nurse Educator Option) | | Aug 20 |
| Fall 12 | MSN - New Student Orientation - Fall 2012 Entry (4:30 - 7:00 pm) | | Aug 23 |
| Fall 12 | MSN - Classes Begin - Fall Semester (MSN Entry Fall 2012) | | Aug 27 |
| Fall 12 | MSN - Tuition Due - Fall Session 1 (Existing Nurse Educator Option) | | Aug 31 |
| Fall 12 | Labor Day Holiday (Bellin College Closed) | | Sep 3 |
| Fall 12 | MSN - Tuition Due - Fall Semester (MSN Entry Fall 2012) | | Sep 10 |
| Fall 12 | MSN - Registration Deadline - Fall Session 2 (Existing Nurse Educator Option) | | Oct 1 |

| Semester | Bellin College (BC) 2012-2013 Academic Year | Dates |
|------------------|---|------------------------|
| Fall 12 | MSN - Classes End - Fall Session 1 (Existing Nurse Educator Option) | Oct 12 |
| Fall 12 | MSN - Classes Begin - Fall Session 2 (Existing Nurse Educator Option) | Oct 22 |
| Fall 12 | MSN - Classes Begin - Fall Session 2 (MSN Entry Fall 2012) | Oct 22 |
| Fall 12 | Bellin College - Donor Appreciation (Scholarship Salute) Event | Oct 25 |
| Fall 12 | MSN - Tuition Due - Fall Session 2 (Existing Nurse Educator Option) | Nov 5 |
| Fall 12 | MSN - Tuition Due - Fall Session 2 (MSN Entry Fall 2012) | Nov 5 |
| Fall 12 | Election Day | Nov 6 |
| Fall 12 | Thanksgiving Break (Bellin College Closes 4:30pm Nov 21) | Nov 22 - Nov 23 |
| Fall 12 | MSN - Classes End - Fall Session 2 (Existing Nurse Educator Option) | Dec 14 |
| Fall 12 | MSN - Classes End - Fall Session 2 (MSN Entry Fall 2012) | Dec 14 |
| Fall 12 | BC Faculty - Last Work Day | Dec 21 |
| Fall 12 | Christmas Holiday (Bellin College Closed) | Dec 24 - Dec 25 |
| Fall 12 | New Years Holiday (Bellin College Closed) | Dec 31 - Jan 1 |
| Spring 13 | SPRING SEMESTER 2013 | |
| Spring 13 | MSN - Registration Deadline - Spring Session 2 (Existing Nurse Educator Option) | Jan 2 |
| Spring 13 | MSN - Registration Deadline - Spring Session 1 (MSN Entry Fall 2012) | Jan 2 |
| Spring 13 | BC Faculty - Return | Jan 7 |
| Spring 13 | MSN - Classes Begin - Spring Session 1 (Existing Nurse Educator Option) | Jan 21 |
| Spring 13 | MSN - Classes Begin - Spring Session 1 (MSN Entry Fall 2012) | Jan 21 |
| Spring 13 | MSN - Tuition Due - Spring Session 1 (Existing Nurse Educator Option) | Feb 1 |
| Spring 13 | MSN - Tuition Due - Spring Session 1 (MSN Entry Fall 2012) | Feb 1 |
| Spring 13 | MSN - Registration Due - Spring Session 2 (Existing Nurse Educator Option) | Mar 5 |
| Spring 13 | MSN - Classes End - Spring Session 1 (Existing Nurse Educator Option) | Mar 15 |
| Spring 13 | Bellin College Spring Break (No Classes/Campus Open) | Mar 18 - Mar 22 |
| Spring 13 | MSN - Classes Begin - Spring Session 2 (Existing Nurse Educator Track) | Mar 25 |
| Spring 13 | Easter | Mar 31 |
| Spring 13 | MSN - Tuition Due - Spring Session 2 (Existing Nurse Educator Option) | Apr 1 |
| Spring 13 | MSN - Registration Due - Summer Semester (Existing Nurse Educator Option) | May 7 |
| Spring 13 | MSN - Registration Due - Summer Semester (MSN Entry Fall 2012) | May 7 |
| Spring 13 | MSN - Classes End - Spring Session 2 (MSN Entry Fall 2012) | May 10 |
| Spring 13 | MSN - Classes End - Spring Session 2 (Existing Nurse Educator Option) | May 17 |
| Spring 13 | MSN - Classes End - Spring Session 2 (MSN Entry Fall 2012) | May 17 |
| Spring 13 | Alumni Breakfast for Graduates/Commencement Practice | tbd |
| Spring 13 | Commencement (9:30am Byron Walter Theatre- SNC) | May 18 |
| Summer 13 | SUMMER SEMESTER 2013 | |
| Summer 13 | BC Faculty - Last Work Day | May 23 |
| Summer 13 | Memorial Day (Bellin College Closed) | May 27 |
| Summer 13 | MSN - Classes Begin - Summer Semester (Existing Nurse Educator Option) | May 28 |
| Summer 13 | MSN - Classes Begin - Summer Semester (MSN Entry Fall 2012) | May 28 |
| Summer 13 | MSN - Tuition Due - Summer Semester (Existing Nurse Educator Option) | Jun 10 |
| Summer 13 | MSN - Tuition Due - (MSN Entry Fall 2012) | Jun 10 |
| Summer 13 | Independence Day Holiday (Bellin College Closed) | Jul 4 |
| Summer 13 | MSN - Classes End - Summer Semester (MSN Entry Fall 2012) | Jul 19 |

Add – Drop Calendar

| Program/Course/Term | Term Dates | Status | Drop/Add By Dates | Tuition Refund |
|---|---------------------------|----------|---------------------|----------------|
| Summer | | | | |
| MSN Term V (Existing Nurse Educator) | 05/29/12 - 07/20/12 | Drop/Add | Through 05/29/12 | 100% |
| | | WD | 05/30/12 - 06/29/12 | Calculated |
| | | WF | 06/30/12 - 07/20/12 | None |
| Fall | | | | |
| MSN (Fall 2012 Entry) | 08/27/12 - 12/14/12 | Drop/Add | Through 09/03/12 | 100% |
| | | WD | 09/04/12 - 10/31/12 | Calculated |
| | | WF | 11/1/12 - 12/14/12 | None |
| MSN - Term I (Existing Nurse Educator) | 08/20/12 - 10/12/12 | Drop/Add | Through 08/27/12 | 100% |
| | | WD | 08/28/12 - 09/20/12 | Calculated |
| | | WF | 09/21/12 - 10/12/12 | None |
| MSN - Term II (Existing Nurse Educator) | 10/22/12 - 12/14/12 | Drop/Add | Through 10/22/12 | 100% |
| | | WD | 10/23/12 - 11/22/12 | Calculated |
| | | WF | 11/23/12 - 12/14/12 | None |
| Spring | | | | |
| MSN (Fall 2012 Entry) | 01/21/13 - 05/10/13 | Drop/Add | Through 01/28/13 | 100% |
| | | WD | 01/29/13 - 03/27/13 | Calculated |
| | | WF | 03/28/13 - 05/10/13 | None |
| MSN - Term III (Existing Nurse Education) | 01/21/13 - 03/15/13 | Drop/Add | Through 01/21/13 | 100% |
| | | WD | 01/22/13 - 02/21/13 | Calculated |
| | | WF | 02/22/13 - 03/15/13 | None |
| MSN - Term IV (Existing Nurse Educator) | 03/25/13 - 05/17/13 | Drop/Add | Through 03/25/13 | 100% |
| | | WD | 03/26/13 - 04/25/13 | Calculated |
| | | WF | 04/26/13 - 05/17/13 | None |
| Summer | | | | |
| MSN - Term V (Existing Nurse Educator) | 05/28/13 - 07/19/13 | Drop/Add | Through 05/28/13 | 100% |
| | | WD | 05/29/13 - 06/28/13 | Calculated |
| | | WF | 06/29/13 - 07/19/13 | None |

Drop/Add Date: Courses may be added without penalty; student is responsible for any associated tuition and fees charged. Dropped courses will not appear on a BC transcript.

Withdrawal Date (W): Withdrawal/Dropped courses after Drop/Add date through the 60% point of the session/semester. Course will be reflected on the BC transcript as W (Withdrawal).

WF Date: Withdrawal/Dropped course after the Withdrawal date. Course will be reflected on the BC transcript as WF (Withdrawal Failure).

Calculated Refund: Tuition charges retained by BC for dropped or withdrawn courses will be based upon the percentage of the session/semester completed. No reduction of tuition charges will be made for drops/withdrawals made after the 60% point of the session/semester.

Unless otherwise noted, W and WF dates are based upon calendar days. Students should keep in mind that drops/withdrawals can only be processed on business days (M-F, 8:00 a.m. to 4:30 p.m.) and will be official on the date of student signature on Withdrawal Form.

Directory of Staff/Faculty

| | | |
|----------------------------|--------------------------------------|--|
| GENERAL NUMBERS | ▪ College Office:.....(920) 433-6699 | <i>(Adjunct faculty please call the College Office for assistance)</i> |
| | ▪ Toll Free:(800) 236-8707 | |
| | ▪ Fax:(920) 433-1922 | |

| NAME | TITLE | EMAIL | PHONE (920) | OFFICE |
|-------------|--------------|--------------|--------------------|---------------|
|-------------|--------------|--------------|--------------------|---------------|

PRESIDENT'S OFFICE

| | | | | |
|-------------------|---------------------------------------|--|----------|-----|
| Dr. Connie Boerst | President/CEO Professor of Nursing | connie.boerst@bellincollege.edu | 433-6622 | 244 |
| Bonnie Wertepny | Administrative Assistant | bonnie.wertepny@bellincollege.edu | 433-6665 | 241 |

BUSINESS AND FINANCE OFFICE

| | | | | |
|---------------|-------------------------|--|----------|------|
| Joe Keebaugh | VP Business and Finance | joe.keebaugh@bellincollege.edu | 433-6631 | 111B |
| Mary Jo Moore | Bursar | maryjo.moore@bellincollege.edu | 433-6640 | 106D |
| Cindy Huber | Purchasing Secretary | cindy.huber@bellincollege.edu | 433-6633 | 111 |

DEVELOPMENT AND PUBLIC RELATIONS

| | | | | |
|------------------|---|--|---------------|------|
| Matt Rentmeester | VP Development & PR | matt.rentmeester@bellincollege.edu | 433-6657 | 239C |
| Samantha Quinn | Communications & Alumni Relations Specialist | samantha.quinn@bellincollege.edu | 433-6630 | 239E |
| Amy Raboin | Administrative Assistant | amy.raboin@bellincollege.edu | 433-6654 | 239 |
| Val Call | Director of Marketing | val.cal@bellincollege.edu | 433- 433-6634 | |

STUDENT SERVICES

| | | | | |
|-------------|--|--|----------|------|
| Jo Woelfel | VP Student Services | jo.woelfel@bellincollege.edu | 433-6632 | 111A |
| Ann Wasmund | Administrative Assistant (Student Services/Business/ Information Technology and Facilities) | ann.wasmund@bellincollege.edu | 433-6636 | 111 |

ADMISSIONS

| | | | | |
|-----------------|------------------------|--|----------|-------|
| Katie Klaus | Director of Admissions | katie.klaus@bellincollege.edu | 433-6651 | 101C |
| Lynn Brandt | Counselor | lynn.brandt@bellincollege.edu | 433-6653 | 101-B |
| Jennifer Nelson | Admissions Recruiter | jennifer.nelson@bellincollege.edu | 433-6656 | 101-A |
| Amy Novak | Admissions Secretary | amy.novak@bellincollege.edu | 433-6650 | 101 |

FINANCIAL AID

| | | | | |
|--------------|------------------------|--|----------|------|
| Lena Goodman | Financial Aid Director | lena.goodman@bellincollege.edu | 433-6638 | 106E |
|--------------|------------------------|--|----------|------|

REGISTRAR

| | | | | |
|----------------|-----------|--|----------|------|
| Aubrey Schramm | Registrar | aubrey.schramm@bellincollege.edu | 433-6635 | 106A |
|----------------|-----------|--|----------|------|

INFORMATION TECHNOLOGY

| | | | | |
|-----------------|-------------------------------|--|----------|------|
| Colin Pomeroy | VP of Technology & Facilities | colin.pomeroy@bellincollege.edu | 433-6621 | 106M |
| Scott Blumreich | IT Specialist | scott.blumreich@bellincollege.edu | 433-6620 | 106L |
| Carol Burt | Student Support Secretary | carol.burt@bellincollege.edu | 433-6641 | 106 |

LIBRARY

| | | | | |
|-----------------|-------------------|--|----------|------|
| Cindy Reinl | Librarian | cindy.reinl@bellincollege.edu | 433-6660 | 200D |
| Christine Smits | Library Assistant | christine.smits@bellincollege.edu | 433-6659 | 200 |

BUILDING AND GROUNDS

| | | | | |
|----------------|-------------------------------|--|----------|------|
| Pat Boex | Building & Grounds Technician | pat.boex@bellincollege.edu | 433-6661 | L-20 |
| Jenny DeBauche | Housekeeper | jenny.debauche@bellincollege.edu | 433-6661 | L-20 |
| Kelly Leick | Housekeeper | kelly.leick@bellincollege.edu | 433-6661 | L-20 |

ACADEMICS

| | | | | |
|----------------------|---|--|----------|-------|
| Dr. Emily Litt | VP of Academic Affairs/ Professor of Nursing | Emily.litt@bellincollege.edu | 433-6639 | 109-B |
| Dr. Vera Dauffenbach | MSN Program Director/Associate Professor of Nursing | vera.dauffenbach@bellincollege.edu | 433-6624 | 109D |
| Dr. Nancy Burruss | BSN Program Director/Associate Professor of Nursing | nancy.burruss@bellincollege.edu | 433-6623 | 109F |
| Randy Griswold | BSRS Program Director/Instructor of Radiologic Sciences | randy.griswold@bellincollege.edu | 433-6626 | 109C |
| Lori Ashmann | Administrative Assistant to VP | lori.ashmann@bellincollege.edu | 433-6629 | 109 |
| Geri Lewis Nytes | Secretary to Academic Advisor/BSN Program Director | geri.lewis_nytes@bellincollege.edu | 433-6627 | 109 |
| Nancy McCulley | Administrative Assistant to MSN/BSRS/CAP Directors | nancy.mcculley@bellincollege.edu | 433-6628 | 109 |
| Carol Morris | Academic Advisor/Assistant Professor of Nursing | carol.morris@bellincollege.edu | 433-6625 | 109E |
| Jennifer Degener | Academic Advisor | jennifer.degener@bellincollege.edu | 433-6630 | 109-A |
| Jaclyn Holm | Scheduler/Tutor | jaclyn.holm@bellincollege.edu | 433-6696 | 106-F |

FACULTY

| | | | | |
|-------------------------|---|--|----------|-------|
| Connie Buttrick | Instructor of Nursing | connie.buttrick@bellincollege.edu | 433-6687 | 219 |
| Kathie DeMuth | Assistant Professor of Nursing | kathie.demuth@bellincollege.edu | 433-6671 | 231 |
| Lois DePouw | BSRS Program Clinical Coordinator | lois.depouw@bellincollege.edu | 433-6677 | 213 |
| Lisa Dworak | Instructor of Nursing | lisa.dworak@bellincollege.edu | 433-6680 | 222 |
| Dr. Linda Dwyer | Assistant Professor of Nursing | linda.dwyer@bellincollege.edu | 433-6682 | 211 |
| Jessica Freund | Instructor of Radiologic Sciences | jessica.freund@bellincollege.edu | 433-6676 | 214 |
| Sherri Hanrahan | Instructor of Nursing | sherri.hanrahan@bellincollege.edu | 433-6672 | 230 |
| Malina Herber | Instructor of Nursing | malina.herber@bellincollege.edu | 433-6675 | 225 |
| Lori Kulju | Assistant Professor of Nursing | lori.kulju@bellincollege.edu | 433-6670 | 236 |
| Judi Leisk | Health Science Resource Center Faculty Assistant | judi.leisk@bellincolleg.edu | 433-6690 | L-12B |
| Meghan Liebzeit | Instructor of Nursing | meghan.liebzeit@bellincollege.edu | 433-6679 | 211 |
| Dr. Debbie Metzler | Associate Professor of Nursing | debbie.metzler@bellincolleg.edu | 433-6683 | 217 |
| Heidi Monroe | Assistant Professor of Nursing | heidi.monroe@bellincollege.edu | 433-6674 | 226 |
| Jason Mott | Instructor of Nursing | jason.mott@bellincollege.edu | 433-6685 | 215 |
| Lynn Murphy | Assistant Professor of Nursing | lynn.murphy@bellincollege.edu | 433-6681 | 223 |
| Cindy Parker | Instructor of Nursing | cindy.parker@bellincollege.edu | 433-6686 | 209 |
| Sarah Pettus | Assistant Professor of Nursing | sarah.pettus@bellincollege.edu | 433-6668 | 235 |
| Dr. Ellen Reifschneider | Assistant Professor of Nursing | ellen.reifschneider@bellincollege.edu | 433-6684 | 232 |

| | | | | |
|-------------------|---|--|----------|-----|
| Dr. Mary Rolloff | Assistant Professor of Nursing | mary.rolloff@bellincollege.edu | 433-6669 | 234 |
| Sue Rymer | Assistant Professor of Nursing | sue.rymer@bellincollege.edu | 433-6673 | 227 |
| JoAnn Swanson | Assistant Professor of Nursing | joann.swanson@bellincollege.edu | 433-6678 | 216 |
| Karen Van Beek | Health Sciences Resource Center (HSRC) Coordinator/ Assistant Professor of Nursing | karen.vanbeek@bellincollege.edu | 433-6667 | 237 |
| Dr. Kathy Zellner | Director of College Assessment Program (CAP)/ Associate Professor of Nursing | kathy.zellner@bellincollege.edu | 433-6644 | 106 |

► Campus Information

Map of College - Quick Reference

First Level

- Academic Affairs
- Admissions
- BC Express Cafe' and Vending Area
- Business and Finance
- Classrooms
- Conference Rooms
- Reflection Room
- Reception Desk (Volunteer and Security station)
- Student Activities Areas/ Student Lounge
- Student Mailboxes
- Student Services (Main College Office, Registrar, Financial Aid, Bursar)
- Technology
- Vice President of Information Technology and Facilities
- Vice President of Academic Affairs
- Vice President of Business and Finance
- Vice President of Student Services

Second Level

- Computer Resource Room
- Development, Public Relations and Alumni Offices
- Faculty, Adjunct Faculty Offices
- Library (including group study rooms)
- Presidential Suite
- Testing Rooms
- Vice President Development and Public Relations
- Wellness Center

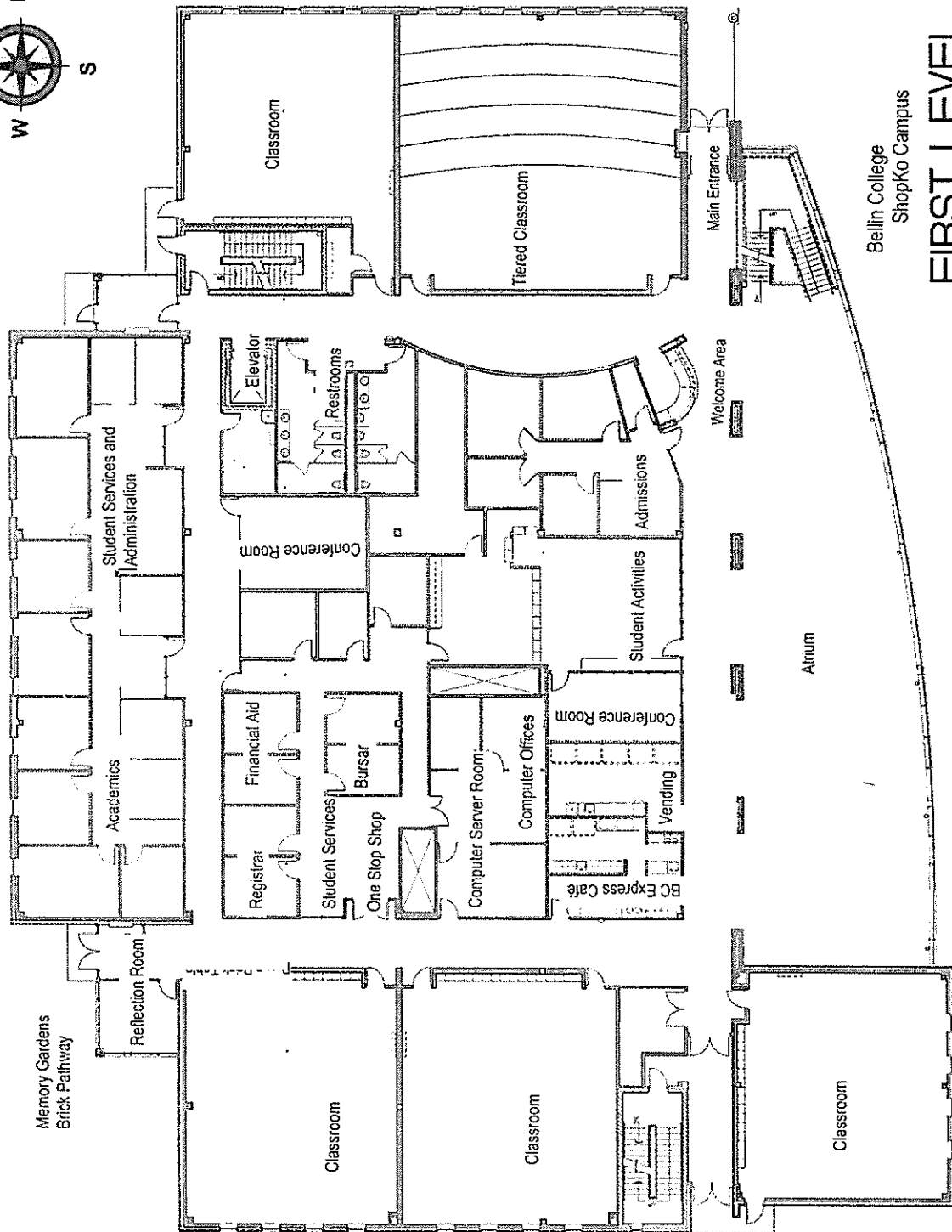
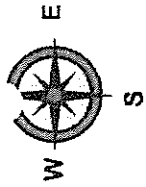
Lower Level

- Classroom
- Health Assessment Labs
- Learning Resource Faculty Assistant
- Practice Lab
- Radiology Labs
- Simulation Lab
- Skills Labs
- Student Lounge

Parking

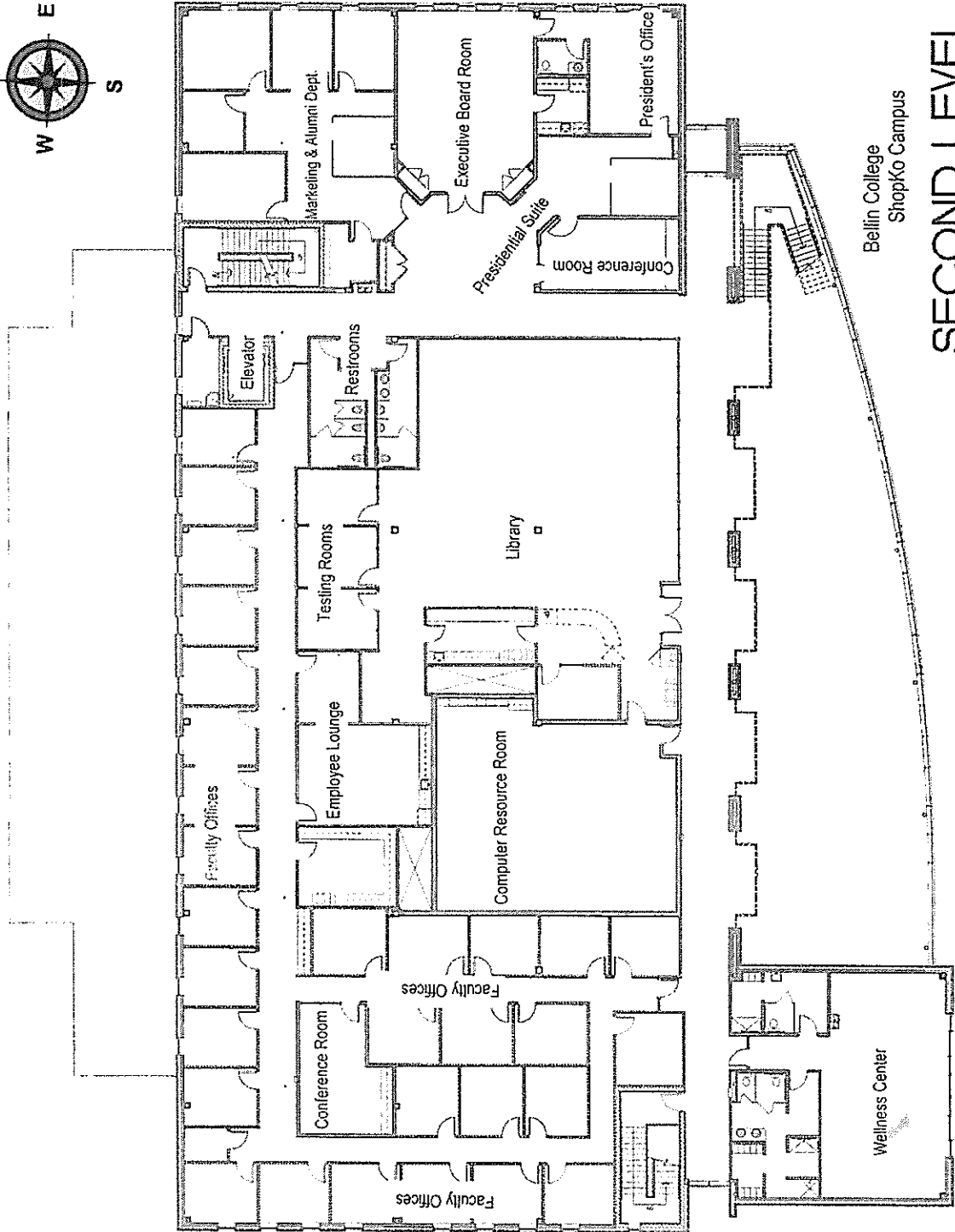
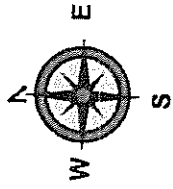
- Student Parking: Front or back of building
- Staff/Faculty Parking: Back of building
- Visitor Parking: Side of building

College Map
1st Floor



Bellin College
ShopKo Campus
FIRST LEVEL

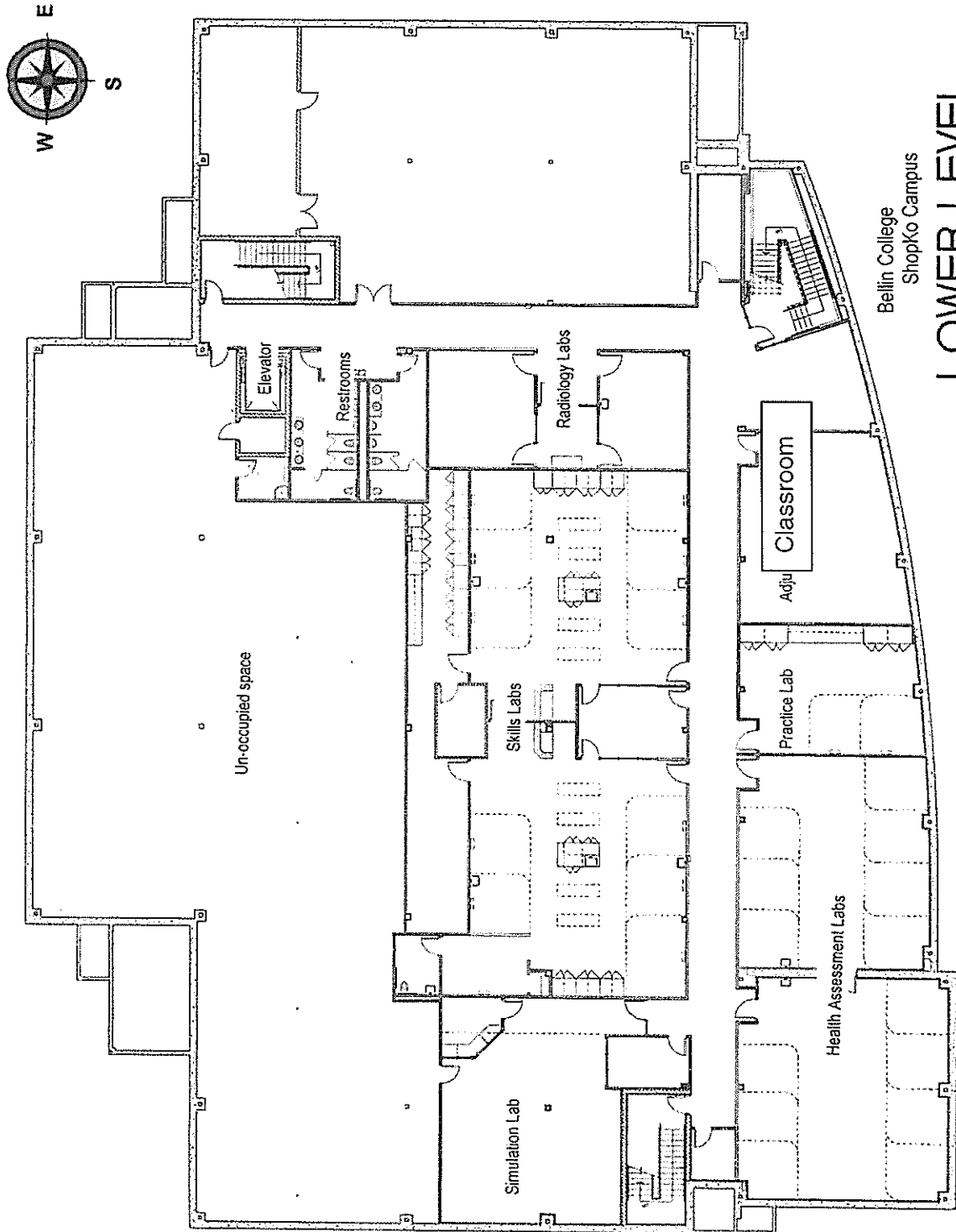
2nd Floor



Belin College
Shopko Campus

SECOND LEVEL

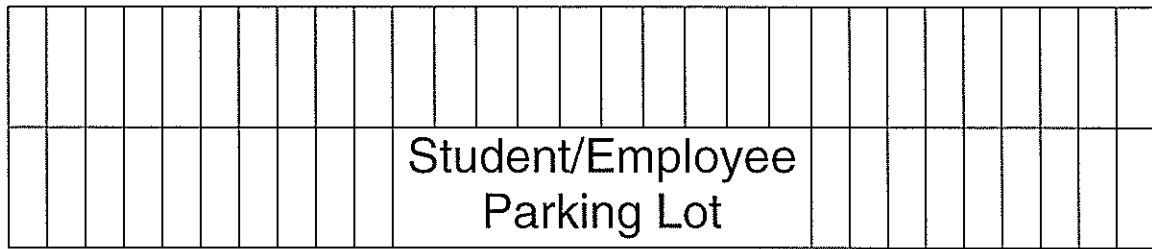
Lower Level



Bellin College
Shopko Campus

LOWER LEVEL

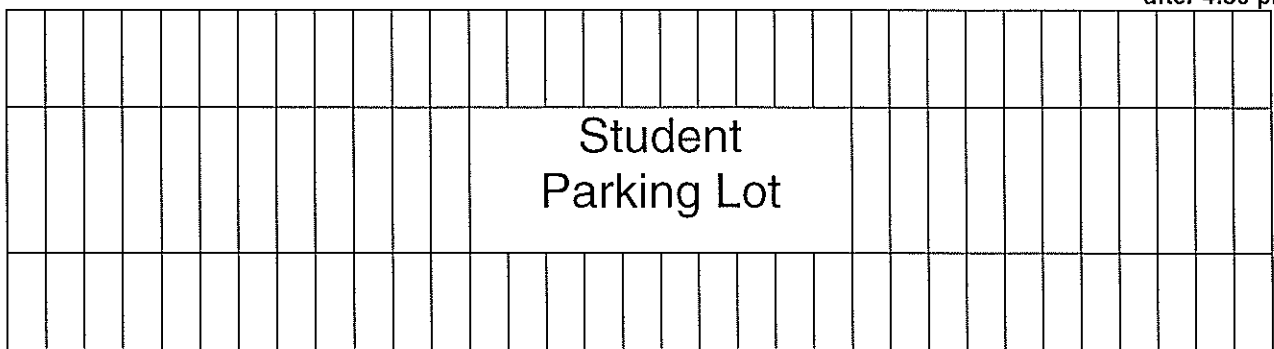
Parking at Bellin College



Back doors accessible via Student ID badges only



Main Entrance Door Open during regular business hours (ID access before 7:45 am and after 4:30 pm)



Student Access to Campus

- Students can use main entrance or back entrances.
- Main entrance will be unlocked from 7:45 am – 4:30 pm (M-F).
- Access with ID badge before 7:45 am & after 4:30 pm (M-F)
- ID badge **always** required to access back doors.
- The College is open to the public from 8:00 am – 4:30 pm (M-F). The Main Entrance door will be open during regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

| | Card Access | Hours of Operation |
|-----------|-------------------|---|
| Monday | 7:00 am - 7:30 pm | 7:00 am - 8:00 pm Students must leave building by 8:00 pm |
| Tuesday | 7:00 am - 7:30 pm | 7:00 am - 8:00 pm Students must leave building by 8:00 pm |
| Wednesday | 7:00 am - 7:30 pm | 7:00 am - 8:00 pm Students must leave building by 8:00 pm |
| Thursday | 7:00 am - 7:30 pm | 7:00 am - 8:00 pm Students must leave building by 8:00 pm |
| Friday | 7:00 am - 7:30 pm | 7:00 am - 8:00 pm Students must leave building by 8:00 pm |
| Saturday | Closed | No student access |
| Sunday | Closed | No student access |

Library

| | Card Access | Hours of Operation |
|-----------|-------------|--------------------|
| Monday | None | 7:30 am - 8:00 pm |
| Tuesday | None | 7:30 am - 8:00 pm |
| Wednesday | None | 7:30 am - 8:00 pm |
| Thursday | None | 7:30 am - 8:00 pm |
| Friday | None | 7:30 am - 8:00 pm |
| Saturday | Closed | No student access |
| Sunday | Closed | No student access |

Computer Resource Center

| | Card Access | Hours of Operation |
|-----------|--|--------------------|
| Monday | 7:00 am - 7:45 am 4:30 pm - 8:00 pm | 7:00 am - 8:00 pm |
| Tuesday | 7:00 am - 7:45 am 4:30 pm - 8:00 pm | 7:00 am - 8:00 pm |
| Wednesday | 7:00 am - 7:45 am 4:30 pm - 8:00 pm | 7:00 am - 8:00 pm |
| Thursday | 7:00 am - 7:45 am 4:30 pm - 8:00 pm | 7:00 am - 8:00 pm |
| Friday | 7:00 am - 7:45 am 4:30 pm - 8:00 pm | 7:00 am - 8:00 pm |
| Saturday | Closed | No student access |
| Sunday | Closed | No student access |

Health Sciences Resource Center: Practice Lab

- Practice labs have Open Practice hours from 8:00 am – 4:00 pm (Monday – Friday).
- Lab is available until 7:00pm if sign up occurs one week in advance.
(Sign up via the “Student – S Drive” via “Lab Sign Up” folder)
- Practice time is subject to cancellation if no one is signed up 1 week in advance.
- Extended hours announced as needed.

| | Card Access | Hours of Operation |
|-----------|-------------|--------------------|
| Monday | None | 8:00 am - 7:00 pm |
| Tuesday | None | 8:00 am - 7:00 pm |
| Wednesday | None | 8:00 am - 7:00 pm |
| Thursday | None | 8:00 am - 7:00 pm |
| Friday | None | 8:00 am - 7:00 pm |
| Saturday | Closed | No student access |
| Sunday | Closed | No student access |

Student Services/Administration-Academics/Development & Public Relations/Presidential Suite and Faculty Office Areas

- Doors to these areas will be open during regular business hours: 8:00 am – 4:30 pm Monday-Friday.
- Students will not have access via ID swipe cards before or after regular business hours.

Bellin College Wellness Center

The Bellin College campus has a Wellness Center accessible to students and college employees. The use of the exercise equipment and facilities are available at designated times. Showers and lockers are available. Participants are asked to bring their own towels, soaps, etc.

There is no membership costs associated with the use of the Bellin College Wellness Center.

The Wellness Center is located on the 2nd floor of the college. Hours are subject to change during holiday and summer months.

Hours of Operation

- The Wellness Center door will always need ID badge/swipe card access

| | Card Access | Hours of Operation |
|-----------|-------------------|--------------------|
| Monday | 7:00 am – 8:00 pm | 7:00 am – 8:00 pm |
| Tuesday | 7:00 am – 8:00 pm | 7:00 am – 8:00 pm |
| Wednesday | 7:00 am – 8:00 pm | 7:00 am – 8:00 pm |
| Thursday | 7:00 am – 8:00 pm | 7:00 am – 8:00 pm |
| Friday | 7:00 am – 8:00 pm | 7:00 am – 8:00 pm |
| Saturday | Closed | No student access |
| Sunday | Closed | No student access |

Bellin Health Fitness Centers

Bellin College students are eligible for membership at the Bellin Health Fitness Centers. Students receive membership at a prorated monthly cost of \$25 single and \$40 family (family members include any legally married couple and any dependent children 14-25 years old). Students register and pay for their membership at any of the Centers listed below:

Locations:

Bellevue Wellness Center (3263 Eaton Road, Bellevue)
Bond Community Center (1201 Park Avenue, Oconto)
Fitness Center West (1630 Commanche Ave, Green Bay)

In addition to the wide variety of exercise facilities, membership includes free participation in group fitness classes. Specialty classes and group personal training programs are available at a prorated rate. Each location has unique features and a variety of fitness programs. Childcare is available at the Bond Community Center, Bellevue, and West Side locations. See locations for available hours.

Bulletin Boards

Students assume the responsibility for reading notices on the bulletin boards. The Student Activity area has a bulletin board that displays information relating to student life. Items associated to such as housing, financial aid, veteran's affairs, Employee Assistance, Student Senate, etc are posted. Students are also encouraged to utilize the Bellin College website for information regarding scholarships, updates and similar items of interest.

Student Printing and Copying Resources

Printing and copying (non-color) is provided to students in the library at 8 cents per page. However, this charge is not initiated until the student exceeds the predetermined quota provided by the College. Printing can be generated from all student computer resources in the building, including the library and Computer Resource Center.

MSN student quotas are \$50 awarded at the start of the program. This quota is not reset. Students can add additional money to their printing account by seeing the Student Services Office.

Wireless Internet

The campus is equipped with wireless internet. All users of Bellin College technology resources must exercise responsible, ethical behavior when using these resources and are expected to abide by College policies and local, state, and federal laws. To utilize the wireless internet on the Bellin College campus students must agree to terms of use provided. The College utilizes hardware and software products to prevent junk email and virus-infected email. See the Information Technology – Student Technology Requirements, Acceptable Use and Electronic Mail policies for more detailed information.

Emergency Student Contact

- Contacting students: Students should inform their families that calls of an urgent or emergency nature are to be directed to the Bellin College Student Services Office at (920-433-6699) during normal business hours. Office personnel will attempt to locate the student as soon as possible. After business hours our security can be contacted at (920-433-6698.)
- Emergency contact numbers: It is important that student emergency contact information remain up to date. Students can update the emergency contact information via SONIS Web.

Emergency Procedures

Students should familiarize themselves with the Bellin College campus emergency evacuation plans posted throughout the building. During a fire drill all students and employees are expected to vacate the building.

The College is equipped with emergency phones and call buttons. There are emergency phones in the parking lots which can be identified by their blue lights. These phones access 911 Emergency responses. There is an emergency call button located in the campus Wellness Center. Activation will access 911 Emergency responses.

The College has a cardiac arrest mobile unit (A.E.D. or Automated External Defibrillator) located at the reception desk in the Atrium.

Students are encouraged to monitor the college website and email in the event of an emergency.

Campus Safety

Campus safety is a shared responsibility between the College and its campus community members. There are security personnel on campus when students have access to the building. For assistance during regular business hours (8:00 am – 4:30 pm) contact the Student Service Office. Security personnel will be patrolling the campus during non-business hours, and will be stationed at the reception desk in the atrium.

Campus crime and security information is required to be published yearly: The 2011-12 Security Report showed zero arrests or violations or criminal incidents on campus.

Inclement Weather/Class Cancellations

If the hours of operation of the college are altered (cancellation of classes, labs, and/or practicum) details will be communicated via the College Information Line, website and/or local radio and television stations.

Information Line: (920-433-1933) Information about any closings will typically be available as early as 5:00 a.m. for day classes, labs, and practicum, and typically by 1:00 p.m. for evening classes, labs, and practicum experiences.

Website: Check the [home page](#) for any cancellations.

Radio/Television Stations: When the College is totally closed (all course and extracurricular activities have been canceled) due to weather, it will be announced on the local media stations (TV and radio stations frequently do not begin announcing closings until 6:00 a.m.):

| Radio Stations | TV Stations |
|----------------------|------------------------|
| <u>WIXX 101.1-FM</u> | <u>WBAY Channel 2</u> |
| <u>WNCY 100.3-FM</u> | <u>WFRV Channel 5</u> |
| <u>WTAQ 1360-AM</u> | <u>WLUK Channel 11</u> |
| <u>WDUZ 1400-AM</u> | <u>WGBA Channel 26</u> |

Students are responsible for using personal judgment regarding their safety and travel to the college during inclement weather.

If the College closes for reasons other than weather, check the website.

Food Service

The "BC Express" is the café that provides sandwiches, soups, salads, snacks, breakfast items, etc. Hours of operation are posted and typically 7:15 am – 2:00 pm. The café is not open in the summer months. Access to vending machines, microwaves, and refrigerators are always available.

Student Activity Area/Student Lounges

A Student Activities area is located adjacent to the atrium on the first floor of the College. Student mailboxes are located here, along with a conference room and lounge designated for student use. There are multiple locations throughout the building that also serve as areas to lounge, relax, and socialize. The Student Activity Area/Student Lounge is open during the hours that the campus is open for student use.

Smoke Free/Tobacco Free/Weapon Free Campus

Bellin College is a smoke/ tobacco and weapon free campus. All areas of the College are designated as non-smoking/non-tobacco/non-weapon areas. Additionally, smoking or the use of any tobacco products and weapons are prohibited on all properties owned, operated or leased by Bellin Health System, including the buildings, parking lots, grounds, vehicles and sidewalks lateral to the hospital.

This policy is consistent with the Bellin Health System Mission and Vision to engage individuals in their lifelong journey towards optimal health.

► Student Services and Policies

Non-Discrimination Policy

It is the policy of Bellin College to be nondiscriminatory because of race, color, creed, national and ethnic origin, religion, age, gender, marital status, or handicap in the admission of students, in student programs and in the employment of College faculty and staff.

Accommodations Request Students with Disabilities

Consistent with federal law, it is the policy of Bellin College to provide appropriate, necessary, reasonable, and affordable accommodations to students with documented disabilities. If a student anticipates requiring any auxiliary aids or services, she/he should contact the Vice President of Student Services prior to the beginning of the academic year to discuss the required documentation; h/his needs and arrange for the provision of services.

Accommodations are determined as a result of a comprehensive individualized assessment, including a review of psychological/medical/academic reports, academic background, and an interview with the student.

Written documentation must be:

- current (testing must be within 3 years)
- submitted by a licensed clinician qualified to make the diagnosis in the area of specialization
- include a clearly stated diagnosis, names and scores of psychological and psychoeducational instruments used in arriving at the diagnosis, how the diagnosis impacts the student functioning, recommendations for accommodations and any related supporting medical or academic documentation

Change of Demographic Information






It is an important student responsibility to maintain up-to-date and accurate demographic information. Changes can be submitted electronically via the student information system (SONIS). The following demographic changes should be reported as soon as changes occur.

- Change of address (local and/or permanent)
- Change in telephone number
- Name change (requires official documentation to be submitted to the Student Service Office)
- Emergency contact

College Logo

Bellin College logos are the property of Bellin College. Anyone wishing to use these logos (see samples) must obtain written permission from the Development/Public Relations Office.

These logos may not be altered or embellished. With permission, the words "Bellin College" or "BC", may be used. This policy applies to all items that may be offered for sale through Bellin College student organizations. Items to be sold by student groups with reference to the Bellin College name or logo must have prior approval.

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Graduation

Graduation dates are established as the last day of the semester or summer session. Graduate students have three possible transcribed graduation dates: May, August, and December.

Students who began their graduate studies prior to the Fall of 2013 who have a minimum of 34 credits completed at the conclusion of the spring semester may participate in the May commencement ceremony. However, students may not have more than one Leadership Integration Project (NUR 799) remaining to graduate and participate in the May commencement ceremony. The one outstanding LIP credit must be completed in the 4 week extension immediately following the initial term in which the course was registered.

Students who began their graduate studies in the Fall of 2013 (Nurse Practitioner option) must have 48 credit hours completed at the conclusion of the spring semester to participate in the May Commencement.

Bellin College's standard transcribed graduation dates are May and December. A transcribed August graduation date may be allowed if students have special/extenuating circumstances that require they take summer courses. These cases must be reviewed and approved by the program director and VP of Academic Affairs.

An Intent to Graduate Form must be completed by all Seniors prior to graduation. Upon receipt of the intent form, the Registrar's office performs a degree audit to verify that all requirements for graduation have been met. The due date will be communicated, but students can begin submitting this form during the first semester of their final year. Forms can also be obtained via the website or from the Student Services Office.

Commencement Ceremony

Students who complete their program requirements in May, August, or December are eligible to participate in the spring commencement ceremony, which is held in May.

Lucyanna Hitch Award for Excellence

The purpose of this award is to recognize the graduating student who best exemplifies the College values. The award is given in honor of Lucyanna Hitch, who was a nurse, community leader, long-time College advocate, and a member of the Board of Trustees. She was the first Board President for the BSN program. Her dedication to fundraising has enabled many students to receive scholarships.

Eligibility: A graduate of any program who is in good academic standing.

Criteria: Behaviors which consistently demonstrate the College values of Excellence, Integrity, Community, and Caring.

Definitions:

EXCELLENCE-----*being the best*
INTEGRITY -----*honest and ethical behavior*
COMMUNITY -----*partnership and shared participation*
CARING-----*empowering relationships based on empathy and respect*

Application: All applicants must submit a written narrative describing how they have demonstrated the College values throughout their educational program. The student must also request one letter of recommendation from a Bellin College faculty member who can best attest to the student's achievements.

Application Process: The call for applications is made two to three months prior to graduation with a deadline for application submission clearly stated.

Selection Committee: Faculty members as solicited and appointed by the Program Committee Chair with the chairperson/facilitator selected by the committee.

Presentation: An individual plaque is presented to the recipient at the commencement ceremony, and the individual's name is placed on a permanent plaque at the College. The recipient also receives a modest cash award.

Criminal Background Information Reporting

Criminal Background Checks of all students are required. This is in compliance with the Wisconsin Caregiver Background Check and Investigation Legislation. Bellin College reserves the right to deny admission or to terminate enrollment of any student because of his or her criminal history. Information surrounding criminal history is collected via the Application for Admission and a background check is completed. Those who have been convicted or have charges pending of specific crimes/offenses that would bar them from practicum experiences as a student or employment and/or licensure as a caregiver will be denied admission and/or dismissed from the College.

An enrolled student is responsible to report any criminal charges to the Vice President of Student Services. The Vice President will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Background Check law, the ability to participate in clinical experiences and the student's continued enrollment at the College.

Child Care

Encompass Early Education and Care Inc. (2589 South Webster Ave, Green Bay) offers a discounted rate for childcare. Information regarding rates and availability can be obtained by calling 920-436-7540 or visiting their website: www.encompasseec.org

Death in the Family

Students must notify course facilitators of a death in the family. Upon notification to, and arrangements made with the course facilitators, a student will be allowed a maximum of three days absence for a death in the immediate family. Immediate family consists of father, mother, spouse, brother, sister, child, step-parent, step-child. Up to two days of absence may be taken for father-in-law, mother-in-law, grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law or son-in-law. Attendance at any other funeral will need to be discussed with the course facilitators.

Drug and Alcohol Policy

The purpose of this policy is to provide an alcohol and drug-free environment for faculty, students, administration and support staff at Bellin College in order that the College may carry out its mission and comply with the Drug-Free Workplace Act of 1988.

The College does not oversee the personal lives of College community members on or off campus. However, everyone is expected to be responsible for her/his own conduct and abide by all state and

federal laws and follow College policies and guidelines. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance or alcohol is prohibited within the Bellin College building, on the campus grounds or in other settings in which the faculty, staff, or students may be carrying on the business of the College. Any exceptions to the College policy of not serving alcoholic beverages at College-sponsored events must be approved through the President's Office. Consumption of alcohol at such events must be in moderation.

Violations of federal and Wisconsin laws regarding drugs will be considered violations of College regulations and the American Nurses' Association Code for Nurses. As a nursing student enrolling in the MSN program, a violation of drug and alcohol use must be reported to the Board of Nursing with renewal application of State Licensure. It is the Board of Nursing discretion to determine eligibility for state licensure.

Bellin College cooperates with civil authorities in the enforcement of local, state, and federal laws.

Penalties against persons found in violation of this policy include disciplinary action up to and including termination from the College program or employment. Persons found in violation may be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program which is approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Resources available for alcohol and drug abuse problems include, but are not limited to, the Bellin Health Office, the Bellin Health Employee Assistance Program, resources affiliated through colleges that students may be co-enrolled and/or other community resources.

To comply with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College annually provides information regarding: the College policy regarding drugs and alcohol, a description of the legal sanctions and health risks, a description of available treatment programs and sanctions to be imposed if violations occur. This information is available via the College website and through printed material.

FERPA: Family Educational Rights and Privacy Act

Bellin College complies with the Family Education Rights & Privacy Act. (FERPA). Once enrolled, all students have a right to inspect and review most of their educational records maintained about them by Bellin College under the Family Rights of Privacy Act of 1974 (as amended). Records accumulated prior to enrollment (admission records) are not covered under FERPA. Under most circumstances, no personally identifiable data regarding grades or professional appraisal will be released to a third party without the written consent of the student. Students may challenge information in their records which they believe to be inaccurate, misleading, or inappropriate.

The College implements all provisions of (FERPA) as amended. For purposes of general records accountability, a file system has been established for all student records under the control and supervision of the Registrar of Bellin College.

Exceptions for record release under FERPA include the following:

- Release of directory information
- Instances when state or federal agencies request information essential to fulfill legal requirements for accreditation
- Requests from agencies or organizations from which students have received financial aid
- Requests in accordance with a lawful subpoena or court order
- Requests from College officials with legitimate educational interests

A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Bellin College has defined the following as directory information:

- Name
- Addresses
- E-mail Address
- Telephone numbers
- Date of Birth
- Confidential recommendations to which the student has in her/his records prior to January 1, 1975
- Dates of Attendance year in college and enrollment status (e.g. FT, PT)
- Academic honors
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Students wishing to keep confidential some or all of the "directory information" must complete a form available in the Student Services Office. Students must be aware that placing a FERPA "Hold" on all records includes limiting the College's ability to provide reference requests. Within our Student Data System (SONIS) students are able to select the transparency of the specific information visible to other students.

Students can request access to records files, documents, and other materials directly related to them which are maintained by the College by appointment with the Registrar or Vice President of Student Services.

Students may not have access to: 1) personal records of College personnel; 2) employment records; 3) medical, psychiatric or similar records used solely for treatment purposes and available only to recognized professionals in connection with such treatment, although students would be able to have such records inspected by a doctor or appropriate professional of their choice; 4) financial records of their parents used for financial aid purposes; 5) confidential letters and statements of recommendations placed in their records prior to January 1, 1975; and 6) confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes. 7) records accumulated prior to enrollment (admission records).

Disclosure to parents:

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes
- Schools may inform parents if a health or safety emergency involves their son or daughter
- Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance

Student and Exchange Visitor Information System (SEVIS):

FERPA permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS.

FERPA- Procedure for Review of Records

1. Students wishing to review their files should submit a written request to the Registrar identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day they receive a request for access, Bellin College will usually be able to make arrangements for access within 10 business days. The Registrar will notify the student of the time and place where the records may be inspected.
2. A College official (Registrar or Vice President of Student Services) will be present when the record is reviewed.

3. The student will be required to sign a waiver of responsibility of the College for further confidentiality if copies of any information are made and given to the student.
4. There is a charge of \$1.00 per side for copying of any information in the record.

Students have the right to seek deletion or modification of information contained in their education records that they believe are inaccurate or misleading. Academic or practicum grades given in individual units and/or courses are an exception. Students should write the College official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failure by Bellin College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Harassment

The College does not tolerate or condone any form of discrimination including sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or unsolicited verbal, written or physical conduct of a sexual nature when:

- Submission to such conduct or communication by an individual is made a term or condition, either explicitly or implicitly, of employment, service, education or housing.
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, service, education or housing.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, creating an intimidating, hostile, or offensive employment, educational or living environment.

Students of Bellin College who believe they are objects of such conduct should contact the Vice President of Student Services or another member of the College's Administration.

Discipline for sexual harassment may include, reprimand (verbal or written), law enforcement involvement and/or up to and including dismissal from the College, depending upon the severity of the harassment.

Social Networks Advisement

Facebook, Twitter, and other social networking websites are great innovations which enable users to express themselves and create opportunities to form or maintain friendships over a distance. Due to the nature of this forum, it allows users to make choices about their identity and how they represent themselves to the public at large. Students are reminded that pictures and information posted on the internet via programs such as Facebook and Twitter are public information, and permission must be granted for use of the [Bellin College logos](#).

Pictures or information from these sources that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy, code of conduct, or any HIPPA violations have taken place, on campus or at a College sponsored function off-campus, is subject to further investigation and verification by the College. **Students are reminded of the importance of upholding the standards of confidentiality as they progress through community, lab/simulation, patient and practicum experiences.** Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

Reference Request

Students requesting a reference should submit a Reference Request Form. Any student with a "Hold" placed on their records can not receive a reference. The Reference Request Form is available via the website, or the Student Service or Academic Offices on campus.

Student Behavior

Students are expected to follow general College rules. Violations of College rules, including violations of the American Nurses' Association Code of Ethics (2008), may result in disciplinary action such as probation, suspension, and/or dismissal.

Any student who shows behavior which is undesirable or has a detrimental influence on students, clients, and/or values of the College which violate College policies will be disciplined based upon the severity of the offense.

The student has an obligation to conduct himself/herself in a manner compatible with the College's values.

Therefore, the student has the following responsibilities:

Responsibilities Related to Persons

Students shall:

1. Never act in a manner that would pose a threat to the health (physical and/or mental) or safety of a member or members of the College community.
2. Never conducts self in a disorderly, lewd, indecent, or obscene manner on College controlled property or at College sponsored or supervised functions.
3. Always conducts self appropriately to reflect a professional health care provider. When engaging in activities students represent nursing image as a profession in both their attire and demeanor.

Responsibilities Related to Classroom/Coursework

All coursework submitted must be an original representation of the student's work. Plagiarism, unauthorized collaboration, and/or submission of another person's work is not permitted.

1. The student who registers for Bellin College courses must be the same person who participates in and completes and receives the academic credit.

Responsibilities Related to Property

Students shall:

1. Never forge, alter, or misuse College documents, records and/or other College or hospital/health care agency records.
2. Never steal or damage property belonging to the College, the hospitals, community, or an individual.
3. Only use College or practicum facilities as authorized and appropriate.

Responsibilities Related to Operation of the College

Students shall:

1. Be honest in all activities relating to the education program.
2. Never obstruct or disrupt teaching activities, administrative functions, or other College or practicum activities.
3. Always uphold the rules, regulations and College policies.
4. Always comply with the directions of College personnel acting in the performance of their responsibilities.
5. Always uphold rules of any college or university or any medical, hospital or community facility associated with the College.

Responsibilities Related to Welfare, Health & Safety

Students shall:

1. Never use, possess, or distribute narcotics, hallucinogens, mind or body altering drugs, controlled substances or dangerous drugs except as expressly permitted by law.
2. Never consume, possess, distribute or be under the influence of alcoholic beverages in violation of Wisconsin State Law or College policy.

3. Never misuse fire and fire emergency equipment such as, alarms, emergency phones or call buttons, extinguisher, hoses, etc.
4. Never possess or use firearms, explosives, dangerous weapons or other articles/substances potentially injurious to persons or property.
5. Never use smoking/tobacco on Bellin College property, and adhere to such policies of practicum agencies.

Students not in compliance with these responsibilities are subject to disciplinary action including: disciplinary probation, suspension and/or termination. An immediate suspension may result when the student's behavior threatens the health or safety of others. This suspension will be in effect until the incident has been investigated by the President's Cabinet and results in the student's return to good standing, probation or dismissal.

Student Bill of Rights

Students have a right to engage in a sustained and independent search for truth, utilizing good judgment.

1. Because freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their right to learn and to teach in a responsible manner.
2. Students have a right to be admitted to a particular institution regardless of their race, color, religion, national origin, creed, gender, marital status, or physical disability.
3. Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.
4. Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
5. Students have the assurance that information about their views, beliefs, and political associations which instructors acquire in the course of their work is considered confidential and is not released without their knowledge or consent and should not be used as a basis of evaluation.
6. Students have a right to a responsible voice in the determination of the curriculum.
7. Students have a right to examine their permanent education records and be aware of the conditions governing its disclosure, according to the established school policy.
8. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
9. Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.
10. The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.
11. The students have a right to be informed of standards of behavior guidelines set by the institution which it considers essential to its educational mission and its community life.
12. Students have the right to belong or refuse to belong to any organization of their choice.
13. Students have a right to a voice in the establishment of the dress code.
14. Students have a right to periodically review grading systems with faculty for clarification and better student-faculty understanding.
15. Students have a right to provide input into the evaluations of nursing courses and faculty.
16. Students have the right to participate in an educational environment at Bellin College free of racial/ethnic/sexual harassment or intimidation.

Student Leave of Absence

A student may apply for a leave of absence from Bellin College. An approved leave entitles the student to waive the re-admission process. The student must contact the Academic Office when requesting or returning from a leave of absence.

Requests for Leave of Absence must be approved prior to departure, with the exception of bereavement and certain personal necessity leaves. Leave of Absences are not allowed for students to attend another academic institution.

Students must provide supporting documentation, which will differ for each situation (i.e. medical, military etc.) as part of the Leave of Absence request and before permission to return. Return date, course program of study, and mandatory practicum compliance requirements (i.e. immunizations, CPR, TB, Fit Testing, etc.) will be discussed prior to return.

► Tuition – 2012-2013

2012-2013 Tuition

Students enrolled in the MSN program can expect to pay Bellin tuition on a per credit basis, with this year's rate of \$700 per credit. Bellin College does not discriminate between in or out-of-state students when determining tuition and fees costs.

**Book costs are not included in the tuition and fees charges. Please see the Textbook and Supply List on the website.

Out-of-State Tuition

Bellin College does not discriminate between in or out-of-state students when determining tuition and fees costs.

Veterans

It is the applicant's/student's responsibility to understand their eligibility for federal and state veteran's benefits and adhere to program requirements. The Bursar serves as the VA contact person at Bellin College.

Refer to the Department of Veterans Affairs website for further clarification on eligibility for the following programs:

- Chap. 30 Montgomery GI Bill - Active Duty (MGIB-AD) Servicepersons and Veterans)
- Chap. 31 Montgomery GI Bill - More information at Vocational Rehabilitation Program
- Chap. 33 Post 9/11 GI Bill – Individuals with at least 90 days of aggregate service on or after 9/11/2001
- Chap. 35 Montgomery GI Bill - Survivors' and Dependents' Educational Assistance Program (DEA)
- Chap. 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR)
- Chap. 1607 Montgomery GI Bill - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program
- National Testing Fee Reimbursement

Additional Information:

- Visit Federal Veteran's Benefits for more information
- Contact your local County VA Representatives for additional resources.
- All Chap. 30 and Chap. 1606 benefit recipients must do a monthly verification on their enrollments. This is extremely important as the VA will not release your check until this is accomplished. Beginning on the last day of September, either call 1-877-823-2378 or go to <https://www.gibill.va.gov/wave/default.cfm>. The VA will not allow you to verify your enrollment until the last day of the month (you are verifying for the month that is just ending). However, you may verify after that date at any time.
- Reserve Tuition Assistance. See your unit for further assistance.
- Student Veterans are encouraged to refer to the Bellin College website for pertinent information.
- A bill has been passed by the Federal Government as of 8/1/11 whereby the VA has placed a \$17,500 maximum benefit per student per academic year for all private colleges.

► Fees – 2012-2013

Mandatory Fees

Students will note the following fees included on the tuition bills:

Assessment Materials (first and last semester) covers the costs related to assessment materials and processes.

Student Services Fee (per semester) covers student related functions, record processing, student health requirements, flu vaccines, drug testing, and records, events and organizations.

Technology Fee (per semester) includes the support for computers, media supplies and web-based features.

Practicum Fee (per credit for practicum classes) covers the costs associated with set up, assessment and materials.

Graduation Fee (final term) assists to defray the costs of the diploma, caps & gowns, announcements and programs, speaker, room, musicians, reception, photo of graduate receiving diploma, processing of student records, electronic and storage and future references. (Non-participation in the commencement ceremony does not alter this fee).

Fees assessed prior to enrollment:

Bellin College Admission Application Fee \$50

Reservation Fee (applied to tuition in first term) \$100

Audit Fee

Students who wish to enroll in a Bellin College course or courses without receiving credit may audit any course pending availability. The tuition charge for auditing a course is one-third the regular per-credit charge for that course.

Credit for Prior Learning Fee

Students wish to have knowledge and experience evaluated to determine if the course outcomes have been met by life experiences will pay an up-front fee of \$50.00 to have the portfolio reviewed. If credit is granted, the student will pay an additional \$75.00.

Orientation/Mandatory Activity Make-up Fees

Attendance at all parts of orientations and designated activities are mandatory. All fees must be paid prior to re-scheduling date.

- **Orientations** Students who do not attend scheduled orientations are required to re-schedule with the appropriate College personnel and will be assessed a \$100 re-scheduling fee.
- **Mandatory Activities** Students who do not attend designated mandatory activities at the scheduled time are required to re-schedule with the course facilitator and will be charged a \$100 fee.

► Payment Policies and Procedures

Billing Statements

Billing (tuition and fees) statements are available in SONIS (the College's student data-base system) before the enrollment term. Billing statements are also mailed to all students.

Payment Methods

Payments are due by the date specified in the billing statement, unless a payment arrangement has been initiated with the Bursar. Payment(s) to Bellin College may be made via cash, personal check, certified check, or money order. MasterCard and Visa will be accepted with an additional charge of 2.45% of transaction.

Institutional Withdrawal Due to Nonpayment of Tuition and Fees

If a student fails to make payment or initiate the installment payment plan by the tuition due date, the student may be institutionally withdrawn from the Bellin College program. If a student has not made adequate payment arrangements they will not be allowed to attend any classes and a "Hold" will be placed on all records. The student will be notified of the withdrawal via certified letter.

The student may appeal this decision within one week (five business days) of the receipt date of the certified letter. To appeal, the student must make a written request to the Vice President of Business and Finance for reinstatement. Satisfactory payment arrangements must be agreed upon before the student

will be allowed to return to Bellin College classes. Tuition and fees charges will be based upon the tuition and fee schedule for semester charges plus the applicable late fee(s) and deferred payment fee.

Institutional withdrawal decisions will be made in a fair and equitable manner by the Vice President of Business and Finance in conjunction with the Vice President Student Services, Bursar, Financial Aid Director, and other applicable Bellin College personnel.

Late Fees

Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so will result in a \$25.00 late fee and class attendance restrictions will be placed on the student until satisfactory payment arrangements have been made.

Extension to payment due dates may be granted for extremely unusual circumstances. To request an extension of time or for an installment payment plan contact the Bursar before 4:00 pm on the day payment is originally due. If granted, extensions will be for a specified length of time. If the payment or installment payments are not made by the due date, the student will be charged a \$25.00 late fee and the student will be subject to the institutional withdrawal policy.

Students who have previously demonstrated a tendency for late payments may not be granted exceptions and will be charged the applicable late fee(s).

NSF Checks (Non-Sufficient Funds)

If any Bellin College charges are paid (e.g. tuition and fees) via a personal check from the student or the student's spouse, or parent(s), etc. and the check is returned because there are not adequate funds on deposit in that account to cover the amount of the check, Bellin College will:

1. Notify the student, in writing, of the returned NSF check via certified mail
2. Assess the student a \$25 NSF penalty fee
3. Require the student/spouse/parent/etc. to submit payment in full by the date designated in the certified letter; failure to make this payment by this date will result in a late payment fee and may be subjected to the institutional withdrawal policy and
4. Require the student/spouse/parent/etc. to make all current and future payments to Bellin College by cashier's check or certified check/money order. Personal checks from any party will not be accepted.

If payment arrangements are not met, a collection agency will be utilized. This may result in a notation on the student's credit record. All records will remain on "Hold" until the situation is fully resolved.

Tax Benefits

If you pay for college and pay taxes in the same year, you may qualify for federal and state education tax benefits. Bellin College does not provide individual tax advice. Information may be obtained through a tax professional or you can request information via the following websites:

IRS Publication 970. This IRS publication provides a comprehensive explanation of the federal education tax benefits available to you. Such programs may include Hope Credit, Lifetime Learning Credit and/or Student Loan Interest Deduction. You can access this publication online (www.irs.gov) or order it for delivery by mail.

FinAid.org provides information on federal education tax benefits (see the Financial Aid section of the College website for further suggestions).

► Financial Aid Policies and Procedures

Financial Aid Philosophy

The primary responsibility for financing a college education rests with the student and his/her family. The purpose of the financial aid program is to assist those students who might not otherwise be able to afford a college education by providing financial support. The purpose of the financial aid office is to help the student locate and receive all the financial resources for which he/she is eligible.

How Aid Eligibility is Determined

The amount of aid offered to a student is determined by the *FAFSA*. Every student who wishes to be considered for financial assistance must complete and file a *FAFSA* every year.

*The *FAFSA* is processed by the US Department of Education resulting in what is known as an "expected family contribution" (the amount of financial resources a student and family should be able to contribute toward the costs of education over the course of that academic year). The expected family contribution (EFC) is subtracted from the estimated costs of attending college during that academic year. The result is called "financial need". Most federal, state, and institutional financial aid programs are need-based, meaning that the total amount of aid awarded to the student cannot exceed the student's financial need (excluding Unsubsidized Federal Direct Loans, Federal Direct PLUS Loans, and Private Education Loans).

FAFSA Bellin College code: **006639**

MSN students are not eligible for federal or state grant programs. However, MSN students may borrow federal student loans.

| 2012-13 Federal Direct Loan Annual Loan Limits | | | |
|---|-------------------------|---------------------------|-----------------------------|
| MSN Students | | | |
| | Maximum Subsidized Loan | Maximum Unsubsidized Loan | Total Maximum Stafford Loan |
| Graduate (MSN) | \$0 | \$20,500 | \$20,500 |

Application Deadline (Priority Date)

For maximum aid consideration, a student should complete and file a *Free Application for Federal Student Aid (FAFSA)* no later than March 1 (for the enrollment period beginning the following fall)--e.g. for the 2012-2013 academic year, the *FAFSA* should be filed between January 1, 2012 and March 1, 2012. Applications will be accepted after this date, however, the student should be aware that some forms of financial aid are limited and filing late may result in the loss of this aid. The preferred method for filing a *FAFSA* is online at www.fafsa.ed.gov. A PDF version may be downloaded and printed for those who wish to file a paper form.

Required Documentation

The financial aid office may require that the student submit certain financial documents in order to verify the information contained on the *FAFSA*. Students should be aware that they may be asked to provide an IRS tax return transcript or a signed statement of exempt filing status, written explanation of reported assets/debts, and written documentation of child care, medical expenses (not covered by insurance), or other unusual expenses. If this information is requested, the student must comply; failure to comply will result in the loss of all financial assistance for that academic year.

Agency Forms

Students receiving funds from outside agencies, such as a tribal organization, Social Services, or the Department of Vocational Rehabilitation may be required to submit a form to the financial aid office. These forms are available through the awarding agencies and are required to verify the student's eligibility for financial assistance. NOTE: Not all agencies have separate forms which must be completed; it is best to check with a representative of the awarding agency to determine if a form is required. It is the student's/agency's responsibility to submit the form to the financial aid office in a timely manner.

Sources of Financial Aid

The list below outlines the Federal, State and Bellin College funded financial aid programs. Source and amount awarded is based upon the student's financial need and other eligibility requirements, if applicable.

Grants:

MSN students do not qualify for federal or state grant programs.

Loans:

Loans must be repaid, with interest. Loans are need-based unless otherwise noted. The actual amount awarded will depend upon financial need and other eligibility requirements.

Outside Aid:

Outside aid is determined by the organization/agency providing the funds. The eligibility requirements are set by the donor. An application is required, the aid may be need or non-need based, and the amount awarded varies.

Endowed and Current Scholarships:

The College administers a scholarship program through endowments and annual gifts made by individuals, businesses, or other local organizations/groups. A small amount of funds are available each year to award to MSN students based upon financial need. Students who have filed the FAFSA are automatically considered for scholarships.

Full-Time/ Part-Time Status (Academic Load)

Existing MSN Educator or Administrator (program enrollment prior to Fall 2012)

Full-time enrollmentmust be registered for 6 or more credits in an eight-week session
Half-time enrollment.....3 to 5 credits in a session
Less-than-half-time enrollment.....1 to 2 credits in a session

MSN Educator or Family Nurse Practitioner (program enrollment Fall 2012 or after)

Full-time enrollment12 or more credits per semester
Half-time enrollment.....6 to 11 credits per semester

To be eligible for a federal student loan or to defer repayment of a federal student loan, an MSN student must be enrolled at least half-time in a given semester. Credits can be counted only in the term in which the course is registered.

Students must be continuously enrolled for at least one course per semester in order to remain in the program. Students needing to take a semester leave must follow the Leave of Absence Policy.

Admitted students must register for a nursing course within the first year of acceptance or re-apply for admission.

Financial Aid and Enrollment Status

Some forms of financial assistance are based upon enrollment status and may require adjustment for those students who are enrolled part-time (less than 6 credits per tem). Students who will be enrolled part-time should consult the Financial Aid Director to determine what affect, if any, this will have on their financial aid packages. An MSN student must be enrolled at least half-time in order to defer student loan payments or borrow a federal student loan for that enrollment term.

Satisfactory Academic Progress for Financial Aid Recipients

Federal regulations require that each college establish and consistently apply both a qualitative and quantitative method of measuring a student's progress toward degree/program completion. Students are required to meet such standards in order to maintain continued eligibility for federal, state, and institutional aid programs. These standards measure a student's performance in the following three areas: completion rate, cumulative nursing GPA, and maximum time allowed. The following is the SAP policy applied to all students enrolled at and receiving financial aid from Bellin College effective for all enrollment terms beginning on or after January 1, 2007. It should be noted that SAP standards for financial aid are separate from academic standards set by the College for all enrolled students.

General Guidelines

- SAP will be checked by the Financial Aid Director at the end of each Bellin College enrollment term (semester, or session).
- A student may be placed on *financial aid* probation while not on *academic* probation or visa versa.
- It is the student's responsibility to ensure that the Bellin College Registrar receives an official transcript for all transfer courses at the end of each enrollment term.

Financial Aid Warning:

A student who fails to meet one or more of the SAP requirements noted in this policy will be placed on *financial aid warning* for the following enrollment term. The student will be sent a letter from the Financial Aid Director informing her/him of the warning status within five business days of the date it is determined

that the student did not meet SAP standards. While on financial aid warning, the student will remain eligible for federal, state, and institutional financial aid (provided all other eligibility requirements are met). A student is allowed only one *consecutive* enrollment term of financial aid warning. If SAP standards are met at the end of the warning enrollment term, the student will again be considered in good standing.

Financial Aid Probation:

A student, who fails to meet SAP standards at the end of the financial aid warning enrollment term, will be placed on *financial aid probation*. The student will not be eligible to receive federal, state, or institutional financial aid until all SAP requirements are met. The student will be sent a letter from the Financial Aid Director informing her/him of the probation status within five business days of the date it is determined that the student did not meet SAP standards.

Completion Rate:

Following each enrollment term, a student’s academic progress will be measured by comparing the cumulative number of attempted credits with the cumulative number of earned credits. This will include any course for which the student has remained enrolled past the Add/Drop period. A student will be expected to earn at least 67% of the cumulative credits attempted in order to maintain satisfactory academic progress.

The following will be considered when evaluating a student’s completion rate:

- Withdrawals, incompletes, and failures are considered attempted but not earned.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned credits.
- Audited courses are not considered credits attempted or earned.
- Transfer credits used to meet Bellin College degree requirements are included in the number of attempted credits. Courses accepted for transfer into Bellin College at the time of admission to the program will be counted as attempted and earned credits. General education courses attempted while enrolled at Bellin College will also be included in the completion rate calculation.

Cumulative Bellin College GPA:

The Financial Aid SAP standards for GPA mirror the expectations of Bellin College Academic Standards. Every student’s cumulative GPA will be checked at the end of each Bellin College enrollment term.

The following will be considered when evaluating a student’s cumulative GPA:

- Transfer credits are not included in the GPA calculation; only Bellin College courses are used to determine a student’s GPA.
- Pass/Fail courses will not affect a student’s GPA calculation.

Maximum Time Frame for Program Completion:

A student will not be eligible to receive federal, state, or institutional financial aid once she/he has attempted more than 150% of the normal credits required for her/his degree program. Transfer credits attempted and used to meet Bellin College degree requirements will be included in the maximum time frame calculation.

A student will not receive aid for an enrollment term in which the attempted credits reach or exceed the maximum number of attempted credits as shown below.

| Program/Option | Maximum Number of Attempted Credits |
|-------------------------------------|-------------------------------------|
| MSN-Existing Educator/Administrator | 57 |
| MSN-FNP | 72 |
| MSN-Educator (entry Fall 2012) | 57 |

Appeal Procedure:

Incomplete Grades: A student placed on financial aid warning or probation due to an incomplete grade may make a written request to the Financial Aid Director once the course is completed to again review the student’s SAP status. The Financial Aid Director will review SAP requirements for the student; the student

will be notified in writing of the outcome of the appeal within ten business days. Possible outcomes of the appeal will be that the student will remain on financial aid warning or probation or the warning or probation status will be lifted and the student will once again be in good standing. Note: Credits not completed within four (4) weeks of the last day of the course will remain counted as attempted but not earned credits for SAP purposes. The decision of the Financial Aid Director is final.

Financial Aid Probation: To appeal financial aid probation, a student must submit a signed and dated letter of appeal to the Financial Aid Director within 14 calendar days of notification of the probation. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon her/his academic performance if financial aid eligibility is allowed to continue. Factors which may be considered when reviewing a student's appeal may include (but are not limited to): personal or immediate family illness, death in the family, natural disaster, or other extraordinary circumstances. Documentation verifying the situation may be required. The Financial Aid Director and the Vice President of Student Services will review the request and a decision will be made within ten business days of receipt of the letter and supporting documentation (if applicable). The student will be notified in writing of the decision. If the appeal is granted, the student will be allowed one additional enrollment term of financial aid warning. Only one probation appeal will be allowed; no further appeals will be accepted. The decision of the Vice President of Student Services and Financial Aid Director is final.

Private Scholarship Applications

The Bellin College financial aid office receives application information from various private scholarship sponsors throughout the academic year. Bellin College encourages all students to apply for as many private scholarships as possible each year. When an application or other information regarding a private scholarship is received by the Bellin College financial aid office, the Financial Aid Director will notify students of the available scholarship opportunity via

1. campus e-mail account,
2. posting to the Bellin College [Financial Aid Announcements](#) page.

All applicable information will be included in each posting including eligibility criteria, how and where to obtain an application form and application deadlines. Applications and other materials will be made available in pdf format; it will be the student's responsibility to print and complete the application.

Loretta Wells Nursing Scholarship Trust

The Loretta A Wells Nursing Scholarship Trust was established by its namesake as a means to help Brown County, WI nursing students achieve their educational and career goals of becoming a professional nurse. Applications will be made available by late-spring semester; awards will be distributed the following fall and spring semesters (next academic year). All students who meet the following criteria are eligible to apply:

1. Brown County resident;
2. Plan to enroll the following academic year (beginning in the fall) as a Bellin College junior, senior, or graduate student.

Award amounts vary based upon annual earnings of the Trust and the number of applicants; the total annual dollar value of all awards ranges between \$35,000 and \$65,000.

All students who meet the eligibility requirements for this scholarship are required to apply or forfeit consideration for any other need-based Bellin College Scholarships for the applicable academic year—no exceptions.

Why is it required?

Every eligible student who completes and submits the application by the established due date will receive an award. Many years ago, the Bellin College Board of Trustees established this policy to encourage students to apply as well as to demonstrate good stewardship of our donors' scholarship funds by rewarding those students who take the initiative to help themselves. The Bellin College financial aid office will use the primary address of record to determine those students who will be required to apply for this scholarship. The Bellin College financial aid office will notify all eligible students when applications are made available. Notification will be made via the monthly student newsletter, e-mail, and online and/or on-campus announcements. The application deadline and any special application instructions will also be posted.

NOTE: Graduate students who are *not* eligible to apply for the Loretta Wells Nursing Scholarship and who have a demonstrated financial need will be considered for Bellin College Need-Based Scholarships.

Scholarship Reception and Thank You Acknowledgement Requirement

Students who receive scholarship monies from Bellin College are required to send an acknowledgement to their designated donors in the form of a personal note of thanks and attend a reception, held in October.

Thank you letters must be turned in to the Development Office Assistant by September 30, 2012. Scholarship recipients are also required to attend a Scholarship Reception scheduled on October 25, 2012 at Bellin College.

Failure to submit a thank you letter and/or attend the banquet will result in the scholarship being cancelled and it will not be replaced with other grant aid.

► Graduate Program Requirements and Overview

Information Technology – Online Verification

All students who initially enroll in the College with an expectation of participating in an online program and do not attend an on-campus orientation, which includes an informational technology orientation and password access, will be required to contact the Informational Technology Services Department by phone to obtain an initial password. At that time, the students will be asked for personal identifiers to verify their identity prior to the College releasing an initial password. The student will be required to do this one week prior to the start of the initial course.

All coursework submitted (be it online or in person) must be an original representation of the student's work. The student who registers for Bellin College courses must be the same person who participates in and completes and receives the academic credit. Any violation will be subject to the College Academic Misconduct policies.

Student Technology Requirements

Students are required to submit assignments and documents to faculty using Microsoft Office format.

Microsoft Office is the standard Office Suite for Bellin College. The College requires that all students acquire accessibility to one of the following two options when completing and accessing assignments off campus. Microsoft Office is available on all campus computers.

- **Option 1: Office 2007/2010 Compatibility Pack**
When using a previously released version of Office, installation of the Office 2007/2010 Compatibility Pack is necessary. The Compatibility Pack allows users with older versions to view the current Office 2007/2010 format. It is a free download from Microsoft and can be accessed with the following link: <http://office.microsoft.com/enus/products/HA101686761033.aspx>. The compatibility pack is one way to help ensure exchange of documents between different Microsoft Office releases.
- **Option 2: Office 2010 Purchase**
Office 2010 is available for purchase to all students for \$10 through Information Technology Services. Computers must meet minimum requirements set by Microsoft for Office 2010 to function correctly.

Microsoft Office 2010 software DVDs are available for a fee of \$10. As a current student of Bellin College, you have the right to use the software. You do not own the license; that remains the property of Bellin College – students simply are eligible to use the license while affiliated with the College. However, if students graduate during the Campus Agreement Subscription term, the Software license will convert to a perpetual license (meaning the graduate will own the Software) as verified in the Student License Confirmation, which may be obtained from Bellin College at that time. The Student License Confirmation is proof of Software ownership. The Media Kit is available in the Information Technology Office.

Academic Advising

The MSN Program Director provides academic advising to students to assist them in planning a program consistent with their personal goals and the College requirements.

Academic Load (Part-time and Full-time Status)

Existing MSN Educator or Administrator (program enrollment prior to Fall 2012)

Full-time enrollmentmust be registered for 6 or more credits in an eight-week session

Half-time enrollment.....3 to 5 credits in a session

Less-than-half-time enrollment.....1 to 2 credits in a session

MSN Educator or Family Nurse Practitioner (program enrollment Fall 2012 or after)

Full-time enrollment12 or more credits per semester

Half-time enrollment.....6 to 11 credits per semester

Students must be continuously enrolled for at least one course per semester in order to remain in the program. Students needing to take a semester leave must follow the Leave of Absence Policy.

Admitted students must register for a nursing course within the first year of acceptance or re-apply for admission.

Credit Equivalence

Existing Nurse Educator/Administrator Option

| | |
|--|---------------------------------------|
| Courses are reported in credits according to the following values: | |
| Classroom: | 1 credit = 15 hours per (8 week) term |
| | 1 hour = 55 minutes class time |
| Practicum: | 1 credit = 60 hours |
| | 1 hour = 60 minutes practicum time |

Nurse Educator Option (Entry Fall 2012)

| | |
|--|--|
| Courses are reported in credits according to the following values: | |
| Classroom: | 1 credit = 15 hours |
| Practicum: | 1 credit = 60 hours 2 credits = 120 hours |

Family Nurse Practitioner Option (Entry Fall 2012)

| | |
|--|---|
| Courses are reported in credits according to the following values: | |
| Classroom: | 1 credit = 15 hours |
| Lab: | 1 credit = 45 hours |
| Practicum: | 1 credit = 15 hours 2 credits = 170 hours 3 credits = 255 hours |

Course Delivery (Educator Specialty Courses)

Courses are delivered in eight-week terms and must be completed within the term initially registered. There are two terms each semester. Courses are delivered both online (web-based) and via compressed scheduling with a mix of face-to-face meetings and use of electronic technology. A summer session may be offered.

Course Delivery (Nurse Practitioner Specialty Courses)

All courses are delivered in a 15 week semester. Courses are delivered both online (web-based) with a mix of face-to-face meetings and use of electronic technology.

Graduate Elective Policy

The Graduate Educator Curriculum Program Plan requires that all students take six graduate elective credits that support their major in advanced practice nursing, and their identified specialty emphasis. The student will work with the MSN Program Director to determine which courses would be most beneficial for the student's individualized goals including the Leadership Integration Project. Elective course may be in the discipline of nursing, but are not limited to nursing. Students are required to choose graduate courses that will be directly applicable to the Program Outcomes and consistent with advance nursing roles. Electives are not required in the Nurse Practitioner option.

Graduate Residency Credits

A student who transfers into the School of Nursing must complete a minimum of 29 nursing credits in residence at Bellin College.

Course Equivalency/Transfer

Students who enter with prior course work from a college or university, accredited by an appropriate accrediting association, which appear to fulfill a required course may seek a course equivalency. The student requesting this process must contact the MSN Program Director. If granted, the course credits are applied toward the graduation requirements. Transfer students will receive a copy of the Credit Evaluation identifying the courses and credits that fulfill Bellin College requirements.

Transfer Credits

A maximum of 9 semester or 15 quarter hours of graduate academic credit may be transferred from a comparable regionally accredited academic institution. The credit must be in courses similar in content and rigor to the Bellin College Master of Science in Nursing Program, and the grade must be at least a B. To be eligible for transfer credit, the course must have been taken within the last five years. The student must submit a transcript and catalog description of the course (and possibly the syllabus) to the MSN Program Director if the student believes the course is equivalent to a Bellin College graduate course.

Independent Study Courses

Independent study (self-directed learning) can provide a viable alternative to a nursing elective at Bellin College. This allows a student to pursue an area of particular interest not offered in the current curriculum. With faculty approval and advisement, students can demonstrate self-direction by planning, implementing, evaluating, and reporting an independent learning experience focused on nursing. Forms are available on the college website.

Independent study guidelines:

- Independent study activities are relevant to the educational needs of the learner.
- Course outcomes act as a basis for determining content, learning experiences, and evaluation of learning.
- Learning experiences and teaching methods are appropriate to the course outcomes.
- Time allotted for each activity is sufficient for the learner to meet the course outcomes.
- Provision is made for evaluation of learning.
- The student may accumulate up to 3 credits for this study. The time frame for the implementation for the study would range from 45-60 hrs/credit.
- The student will write a proposal which will include:
 - Study area
 - Purpose
 - Outcomes
 - Learning activities
 - Evaluation plan
- Fee will be based on the current academic fee schedule and the number of credits for which the student enrolls.

Procedure

- The student who is interested in an independent study will indicate her/his intent during the academic advising conference.

The MSN Program Director will discuss potential focus areas with the student. The study area will be briefly outlined in writing on an Independent Study Form. Forms are available from Moodle the College's online platform. The MSN Program Director will sign the form and identify for the student the faculty member(s) with expertise matching the focus of the independent study.

- The student will contact designated faculty to discuss the faculty member's interest in serving as a preceptor for the independent study.

The student and faculty (preceptor) will collaborate on acceptance of the final proposal which will be recorded on the Independent Study Form. The preceptor may require a more detailed proposal. During the implementation phase, the faculty will be available for consultation and guidance.

After the completion of the form, copies will be provided to the student, faculty preceptor, Registrar and MSN Program Director.

- The project will be submitted on or before agreed upon due date. Grading of the project will be based upon an evaluation plan agreed upon in proposal. The independent study must be completed within the initial registration term.
- The faculty preceptor will submit the final grade to the Registrar.

Suggested Guidelines for Independent Study Proposal

A proposal for an independent study project needs to provide the following information:

- Study Area: What topic or area do you plan to study?
- Purpose: Why are you interested in this topic? In what way will this project help you to increase or maintain your professional competence?
- Outcomes: What are your outcomes for undertaking this study? What do you expect to be able to do as a result of this study program?
- Learning Activities: What do you plan to do in order to meet your course outcomes? What learning activities and resources do you anticipate using to complete this project? Resources may include literature, personal interviews, study groups, in-service programs, research projects, courses, conferences, workshops, television programs and other media.
- Hours: How many hours do you estimate that it will take you to complete this independent project?
- Evaluation Plan: What is the plan to evaluate the achievement of the outcomes? What documentation do you plan to submit as verification that you achieved the outcomes? Available options include written evaluations by one or more persons with expertise in the area of study, an annotated bibliography, a report of a research study, an article prepared for publication, and written peer review.

Source: Smith, C. M. (1980). Learning on your own for credit. *American Journal of Nursing*, 80(11), 2013-2015.

External Independent or Correspondence Study Courses

Students may register for independent study courses from other regionally accredited colleges and universities to fulfill Bellin College curriculum requirements provided they are credit and content equivalent to the Bellin College required course. For the purposes of financial aid and records management the course will be transcribed on the semester of initial registration. Students must complete the course within the confines of the semester in which they have registered for it, unless the course is not a prerequisite course for future courses. There must be an official transcript on file with the Registrar verifying course completion at least two weeks prior to graduation for all independent and correspondence courses taken in the final semester. This policy does not supersede the Bellin College residency requirement of a minimum of 29 credits.

Credit for Prior Learning

Students who have a combination of prior coursework or life experiences which appear to fulfill a required course in the typical curriculum plan may seek Credit for Prior Learning. It is the student's responsibility to provide supporting evidence which may include, but is not limited to, portfolio, narrative, syllabi, course outlines, resume' or curriculum vita. If credit for prior learning is ranted, the student is excused from taking the course. Credit for the equivalent course will appear as Prior Learning (PL) on the transcript.

Students should contact the MSN Program Director for further details and eligibility requirements. A fee is charged (\$50) for the portfolio review. If credit is granted, the student will pay an additional \$75.

LIP Student Guidelines: NUR 797, 798 and 799

Each course for the Leadership Integration Project (LIP) has an expected outcome as listed in the course description. In order to proceed through all three courses, the following guidelines are required:

1. Students should plan a meeting with the MSN Program Director at least one term prior to registering for their first course. At this meeting a general topic and the requirements for the first course will be discussed. The LIP checklist will be reviewed and a project advisor will be assigned.
2. The students must submit a typed copy of the proposed project plan for the first course activities to their project advisor at least two weeks prior to the term in which they plan to register for the course. All sections must be addressed from a planning perspective:
This includes:
 - problem statement, hypotheses, question or specific aim
 - identification of the theoretical perspective guiding the project
 - a brief paragraph about what has been done for the review of the literature including a plan for further review and,
 - the proposed methods that will be used to implement the project
 - The student must also list the required Institutional Review Boards that will need to approve the Project, and a planned timetable for securing those approvals.
3. The project advisor will communicate to the student if there are substantive changes that need to be made in their proposed project plan, or advise that the project plan is satisfactory. Once the student is notified of the approval of the project they are to meet with their project advisor and complete the official **Leadership Integration Project Approval Form**. This form will be sent to the MSN Program Director and initiates a process to assure timely completion of the Leadership Integration Project.
4. When the student completes the NUR 797 outcomes, written scholarly evidence of completion of this credit is submitted to their project advisor for review. The student should expect that several drafts may need to be presented prior to completion of this credit. Upon successful completion of these outcomes, the project advisor will notify the Registrar and the MSN Program Director that the NUR 797 LIP course has been completed. NUR 797 must be completed within the term initially registered.
5. The student may register for NUR 798 only upon approval of the project advisor and must be complete NUR 798 within the term initially registered. During the implementation phase (NUR 798), the student is expected to communicate regularly with the project advisor about progress.
6. When the student completes the NUR 798 outcomes, the project advisor will notify the Registrar and the MSN Program Director that NUR 798 has been completed.
7. Upon completion of NUR 797 and NUR 798, the student registers for the completion of the final LIP course, NUR 799, with the approval of the project advisor. The final credit requires dissemination of the project in a format that has been agreed upon with the project advisor.
8. When the student completes the NUR 799 outcome, they are to submit the final project, as previously approved. Upon successful completion of this outcome, the project advisor will notify the Registrar and the MSN Program Director that NUR 799 has been completed. With registration for NUR 799, students are encouraged to complete with the term registered. Students may have an additional 4 weeks to complete with approval of the MSN Program Director.

Students are encouraged to check the college website for the latest information regarding LIP projects and requirements.

A LIP [Checklist](#) is available from Moodle, the College's online platform. (Click MSN Resources and LIP Checklist).

Assessment of Student Academic Achievement - Graduate Student Portfolio

Introduction:

Assessment of student academic achievement is an integral part of the curriculum and of the student's learning experience. Assessment is a process to determine the extent of achievement toward pre-established outcomes for individual students, and the aggregate data is used to enhance overall institutional effectiveness, including the integrity of the curriculum in facilitating student achievement of the Program Outcomes, and enhancing curriculum development through continuous improvement. This process is a joint effort between the student and faculty.

Each graduate nursing course has written outcomes that must be successfully completed in order for the student to complete the course, and each course is designed to facilitate the process toward the Graduate Program Outcomes. Course activities that support the curricula are designed to develop the knowledge and skill necessary to meet the Program Outcomes. These include the integration of various nursing roles, synthesis of theory and advanced knowledge (nursing and related disciplines), and integration of research/scholarly activities into specialized advanced roles. Additionally, it includes providing leadership in intraprofessional and interprofessional systems that promote improved processes and outcomes, and the analysis of nursing leadership responsibilities in shaping policy, responding to inter-cultural and global communities, and in promoting the health of population groups.

Portfolio Artifacts:

Assessment artifacts that a student may include in his/her portfolio include written projects and papers, evaluation and feedback forms, presentations, evidence of group process, evidence of specialized clinical practice, policy development, and so forth. The portfolio may be in the form of a hard copy, or may be placed on a CD for student and faculty to review. The student is responsible for collecting the artifacts in a Graduate Student Portfolio that will be reviewed at the end of all course work and prior to graduation. Introductory information and guidelines for the portfolio are shared on admission and further discussed in the Professional Role Transition course.

Student Responsibilities:

Program Progression: Students must meet all course requirements, identify and collect materials for her/his Graduate Student Portfolio, and demonstrate successful completion of the Program Outcomes before graduation.

Academic Portfolio Review:

Prior to graduation, the student will conduct a review of his/her Student Portfolio by reviewing the artifacts and completing a Summary Sheet for each Program Outcome. The student will complete a portfolio analysis form in collaboration with her/his academic advisor, and, based on the data, rate how well the evidence within her/his portfolio demonstrates his/her accomplishment of the Program Outcomes. This review will be used for individual student reflection, and the group data will be aggregated for program and curriculum improvement.

Resources:

- MSN Program Director and Graduate Faculty
- [Moodle](#) (MSN Resource page)

Guidelines for Graduate Student Portfolios

1. Introduction

The Introduction to the Portfolio should be a 1-2 page general description of the student's overall change and growth during tenure in the Bellin College Graduate Program.

II. Artifacts

There must be at least 2 artifacts that demonstrate the student's achievement of each of the Program Outcomes. These artifacts should demonstrate a variety of experiences, accomplishments, and could be items created in classes, group or volunteer work, clinical experience, life experiences, etc.

III. Program Outcomes Summary Sheet

The Program Outcomes are noted in Appendix A of the Student Portfolio and Outcomes Packet which is available through the MSN Office. For each Program Outcome, the Portfolio should contain a summary sheet and at least 2 artifacts to support what the student has learned. **The actual artifacts must be included, but it is the explanation of what they demonstrate about learning in relation to the Program Outcomes that matters most (the summary sheet).** It is expected that the summary sheets will be excellent examples of the student's scholarly writing.

The summary sheet for each Program Outcome has three sections. They are:

1. A description of the student's baseline knowledge at the beginning of the program.
2. A description of how the student has developed across the educational process.
3. What continuing learning and improvements needs the student identifies for him/herself as he/she launches into the role specialization of Nurse Educator or Nurse Administrator.

IV. Organization

For ease in navigating through the display, whether in hard copy or on CD, the student must have a title page with name and date, a table of contents with labeled artifacts, and some type of division/divider between each Program Outcome.

Satisfactory Progression

Progression within the program is demonstrated by:

1. Maintenance of an academic cumulative grade point average (GPA) of at least a 3.0 (B) during enrollment in the program.
2. No course in which a grade below a B (3.0) is earned will be accepted as fulfilling a requirement for the graduate degree, although this grade will be averaged into the GPA.
3. Satisfactory performance in the practicum components of the program.
4. Adherence to requirements related to maintaining a current RN licensure, CPR certification, etc.
5. Adherence to reasonable standards of professional conduct in all activities in the academic, practicum, and service settings.
6. Completion of all internal and external assessment requirements.

Program Completion

Students must successfully complete all course work no later than eight years after entrance into the program and/or after completion of the first graduate-level course.

Graduation Requirements

Graduate students must successfully complete all coursework no later than eight years after initial entrance into the program or after completion of the first graduate-level course. Graduation occurs in December and May. A Masters of Science in Nursing degree is awarded to students who have:

- Completed at least 38 credit hours
- Achieved a cumulative GPA of 3.0 or higher
- Completed all courses with a grade of B or higher
- Successful completion of the Leadership Integration Project
- Participated in the Student Assessment requirements
- Submission of an Intent to Graduate Form (due dates available via website)
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

► Registrar Policies and Procedures

Credit Evaluation

A credit evaluation of prior graduate coursework is completed by Bellin College.

- Only courses from an accredited institution with a “B” or better are acceptable for transfer. For example: grades of “B-”, “B/C”, “C”, “C-”, “C/D”, “D”, “F”, “W” or “WF” (withdrawal/failure) are not accepted.
- Courses more than five years will not be accepted.
- Pass/Fail grades will not be accepted for Bellin College required courses.

Repeating a Course

A student may repeat a Bellin College course in which they obtained a grade of C or better for the purpose of grade betterment. The repeated course grade is recorded on the transcript and is the only grade calculated into the GPA. A student will be allowed to repeat a course one time only and repeat no more than two nursing courses.

Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement and is computed on the basis of credits earned and grades achieved. All course grades taken at Bellin College (non-liberal education) are used to compute the GPA each semester. Grade point averages are computed by multiplying credits by grade value and dividing the sum of course grades by the sum of credits. Grade point averages are computed at the end of each semester or summer session for all courses taken at Bellin College during that period. The GPA is on a four-point scale.

Transfer credits are not utilized in the computation of the Bellin College grade point average. Graduate students must have the approval of the MSN Program Director for all general elective courses used to fulfill their academic requirements.

Course Add Procedure

A course “add” is defined as enrolling in a class after the first day of the course.

Students planning to add course(s) must follow the process outlined below:

1. Consult the MSN Program Director to determine the impact on the program of study.
2. An Add Form must be completed by the student and MSN Program Director and returned to the Registrar. Add dates will be computed from the date that the official form is received by the Registrar. This is the date for determination of implications of grade and tuition adjustment.
3. Students adding liberal education courses taken at other institutions must comply with that college or university’s procedure for add/drop, but must also inform the MSN Program Director.

*Check dates of the academic calendar “Add/Drop” section to identify final dates to add courses and the ramifications that adding courses has on applicable grades/transcripts/tuition and applicable refunds.

Course Drop Procedure

A “drop” is defined as canceling some, but not all credits.

Students planning to drop courses must:

4. Consult the MSN Program Director to determine the impact on their program of study and ability to progress in the curriculum plan.
5. A Drop Form must be completed by the student and MSN Program Director and returned to the Registrar. A Drop date is identified on the official form. This is the date for determination of implications for grade, tuition, adjustment and/or possible refund.
6. Students dropping elective courses taken at other institutions must comply with that college or university’s procedure for add/drop, but must also inform the MSN Program Director of the change.

*Check dates of the academic calendar to identify final dates to drop courses and the ramifications that dropping courses has on applicable grades/transcripts/tuition and refunds.

Exit from the College

“Exit” from the College is defined as cancelling or withdrawing from all credits for the term/semester. Students may electively withdraw or be dismissed by the College.

Students exiting the College for any reason, elective or due to College policy, must meet with the MSN Program Director to assure that all necessary procedures and paperwork are completed to meet institutional, state and federal requirements. This will include contact with the Bursar, Financial Aid personnel, and the Registrar if a veteran. Failure to meet with appropriate personnel within 5 business days will result in a “Hold” placed on all Bellin College records.

The MSN Program Director will assist the student with the exit process.

- If a student notifies the College that s/he will be withdrawing at the end of an enrollment period (term/semester), it is permissible for them to complete the Official Withdrawal Form on or before the last day of the enrollment term. The student may meet with the designated College personnel before the last day of the enrollment period in anticipation of the exit.
- If the student completes the Official Exit Form prior to the end of the enrollment term but is electing to finish specific courses, the MSN Program Director will initiate the completion of an Add/Drop Form for each course the student is dropping. This Add/Drop Form must be completed at the time the student notifies the College of plans to drop specific courses.
- If a student is withdrawing from the College before the end of the enrollment period (term/semester) an Official Exit Form must be completed at that time.
- If a student does not complete the Official Exit Form or fulfill the withdrawal requirements, the student will be automatically withdrawn and a “Hold” will commence the day of the official exit date.
- If applicable, the student must request from any college/university where taking additional courses to forward an official transcript to Bellin College Registrar. Bellin College transcripts cannot be completed until this transcript is on file. Students who are also exiting from other courses need to notify that institution, and complete the appropriate paperwork. Note that separate refund policies are in effect at each institution.
- If a student is not able to progress in their curriculum plan due to space or course availability they will be dismissed from the College.

*Check dates of the academic calendar to identify final dates to withdrawal from courses and the ramifications that withdrawal from courses has on applicable grades/transcripts/tuition and applicable refunds.

Determination of Official Exit Date

A student may electively withdraw from the College at any time. The College requires the student notify the College of her/his intent to withdraw in writing. The only exception to this is a personal emergency in which a verbal intent to withdraw will be accepted. This written notification should identify the student's intended last date of class attendance, and becomes the official exit date. Notification must be made to the MSN Program Director, Vice President of Academic Affairs, Vice President of Student Services, or her/his representative. If a student withdraws from the program during an enrollment term without completing that enrollment term, the exit date will be the date the notification is received from the student.

A student may decide to exit the College prior to the end of an enrollment term and remain enrolled through the end of that term. In this situation, the student will identify the last day of the enrollment period (term/semester) as the official exit date. Students may meet with the MSN Program Director to complete required paperwork and related responsibilities before the last day of the enrollment term. If necessary, a follow-up appointment may be scheduled for the end of the enrollment term in order to complete the exit process.

If a student is dismissed from the College due to academic issues, the official exit date will be the date the Academic Department reviews the official transcript(s) and determines the student is no longer eligible to continue in the program.

If a student is dismissed from the College due to academic or non-academic misconduct, the official exit date will be determined by the Vice President of Academic Affairs (academic misconduct) or the Vice President of Student Services (non-academic misconduct).

If a student fails to make payment or initiate satisfactory payment arrangements by the tuition due date, the student may be institutionally withdrawn. If a student has not made adequate payment arrangements she/he will not be allowed to attend any subsequent Bellin College classes and a "Hold" will be placed on all College records. The official exit date will be the last day of the enrollment period for which the charges were incurred.

If a student did not begin the official exit process or provide notification of her/his intent to exit (ceased attendance), the official exit date will be the date the College became aware that the student ceased attendance.

The official exit date must be a College business day. If notification is received on a non-business day, the official exit date will be the first business day after notification.

Student Leave of Absence

A student may apply for a leave of absence from Bellin College. An approved leave entitles the student to waive the re-admission process. Contact the MSN Program Director when requesting or returning from a Leave of Absence.

Requests for Leave of Absence must be approved prior to departure with the exception of bereavement and certain personal necessity leaves. Leave of Absences are not allowed for students to attend another academic institution.

Student must provide supporting documentation, which will differ for each situation (i.e. Medical, Military etc.) as part of Leave of Absence request and before permission to return. Return date, course program of study, and mandatory practicum compliance requirements (immunizations/CPR/TB/Fit Testing) will be discussed prior to return.

Course Grade Reports

Bellin College grade reports will be available through SONIS at the end each semester/term. This occurs approximately 10 business days after the last day of the semester/term.

Transcripts

Bellin College transcripts are the official record of all course work attempted by a student at the College from the date of enrollment to the date of graduation or withdrawal. These courses are recorded with a letter grade and are included with the semester and cumulative grade point average (GPA).

Bellin College required course(s) that have been completed prior to entrance at the College and any accepted transfer credit(s) are recorded on the Bellin College transcript as "(TR) transfer credit". Elective courses taken at other institutions of higher learning after enrollment and after acceptance for program requirements are also recorded on the Bellin College transcript as "transfer courses". These courses are not included with the grade point average (GPA). However, elective transfer course grades taken after enrollment to fulfill program requirements will be part of consideration for satisfactory academic progress.

Transcript Request

A [Transcript Request Form](#) is to be used when students request their official and/or unofficial transcripts. The forms are located in the Student Services Office or via the Bellin College website. Completed forms and the transcript fee(s) should be submitted to the College Office. Transcripts are completed and mailed within 1-4 business days. Payment must be received before transcripts are released.

Note: Nursing and grades are posted approximately 10 business days after the last day of session/semester. However, courses taken as electives from other colleges may not be posted until later, depending upon receipt of official transcripts from other institutions as submitted by the college or student.

Official transcripts bear the College seal and signature of the Registrar. Typically, they are sent directly to other educational institutions or employing agencies. Official transcripts which are released directly to the student are in a sealed envelope with the Registrar's signature across the seal. There is a \$5 fee for each requested official transcript.

Unofficial transcripts do not have the College seal or the registrar's signature and are stamped for student use only. There is a \$1 fee for each unofficial transcript requested. Unofficial transcripts are also available through the student information system (SONIS) at no charge.

Transcripts are not released for persons with a "Hold" on their records. A "Hold" is placed on all students' records in instances such as when there are delinquent accounts or to students who have withdrawn but have not completed the withdrawal process according to established policies.

Grading Policy

The following grading system is used to determine course achievement:

| | Letter Grade | Grade Points Per Credit | Numeric Grade Equivalent |
|---|--------------|-------------------------|--------------------------|
| Bellin College Minimum Progression Requirement | A | 4.0 points | 93-100 |
| | AB | 3.5 points | 90-92 |
| | B | 3.0 points | 85-89 |
| | BC | 2.5 points | 82-84 |
| | C | 2.0 points | 77-81 |
| | D | 1.0 point | 70-76 |
| | F | 0.0 points | Below 70 |

The grade calculation process will be consistent across the MSN curriculum. Within each course, individual assignment or test grade will be recorded as a whole number. (Example 92.01 to 92 or 92.98 to 92). The final composite course grade will not be rounded (for example, a 93 must be achieved to receive an A; 92.8 will receive an AB).

Grades without Associated Grade Points

| | | |
|----|---------------------------|---|
| AU | Course Audit | No effect on GPA |
| EX | Credit by Exam | Course credit achieved by exam. |
| I | Incomplete | No effect on GPA until four weeks after the end date of course. Grade becomes F if letter grade is not received within the four-week period or formal arrangements for completion are not made. |
| IP | In Progress | Represents the course in which the student is currently registered. |
| PL | Credit for Prior Learning | Credit achieved by demonstrated learning experience. |
| R | Repeated Course | Designates a course repeated for grade betterment. The prior grade is removed from cumulative GPA calculation. |
| TR | Transfer Credit | Transfer credit from a course taken at another institution of higher learning that is accepted at Bellin College. |
| W | Withdrawal | Dropped course before 40% of course is completed. No effect on GPA. |

| | | |
|-----|--------------------|--|
| W/F | Withdrawal/Failing | Withdrawal from nursing course and/or the nursing program after the sixth week of a fifteen-week semester or after 40% of the course has been completed. |
|-----|--------------------|--|

Late Assignment Policy

Points for late graded assignments will be deducted as follows from the final assignment grade:

- 1 calendar day late ----- 4 percentage points
- 2 calendar days late----- 8 percentage points
- 3 calendar days late----- 16 percentage points
- 4 calendar days late----- score grade of "0"

Example: If a student received a 94% on the late assignment:

- 1 calendar day late ----- final grade of 90%
- 2 calendar days late----- final grade of 86%
- 3 calendar days late----- final grade of 78%
- 4 calendar days late----- final grade of "0"

Extenuating circumstances will be reviewed by faculty on an individual basis.

Late Exam Policy

1. Prior to the start of the scheduled exam, students must inform the course faculty that they will be absent for the exam.
2. Faculty will reschedule the student to take the exam within 1-7 calendar days, based on faculty discretion.
3. If the exam is not taken at the time determined by the faculty, a grade of "zero" (0%) will be recorded as the exam's final grade.
4. Extenuating circumstances will be reviewed by faculty on an individual basis.

Incompletes

No more than two incompletes in any term/semester. Incompletes in more than two consecutive terms/semesters will result in automatic dismissal from Bellin College. Students with extenuating circumstances may appeal to the MSN Program Director.

An incomplete is granted to a student who is in good academic standing but who is unable to complete course requirements within the set course timeframe. A student will submit the written request for an incomplete to the course faculty. It is the responsibility of the student to make arrangements with the appropriate faculty member to complete the required work. Incompletes must be removed within four weeks of the last day of the course, or final arrangements for course completion made, or the incomplete becomes an "F".

Incompletes – NUR 797, 798 and 799

There is an exception to the above policy in relation to NUR 797, 798, and 799: Leadership Integration Project.

- Students have the term in which they register to complete any individual LIP course.
- If unable to complete the course at the end of this term, the student is responsible for reporting this to the MSN Program Director, and the MSN Program Director will issue an "Incomplete" note to the Registrar.
- The credit must be completed within an additional 8 weeks.
- If the credit is not completed and extenuating circumstances have occurred, the student must notify the MSN Program Director to request a "Special Extension for Exceptional Circumstances".
- The MSN Program Director will confer with the student's Project Advisor, and may either deny or grant a final extension of 4 additional weeks.

- If extension is granted at the end of that period, the grade will be recorded as “Pass” if completed in a satisfactory way, or, if not completed, or completed in a satisfactory manner the grade will be reported to the Registrar as a “Fail” grade.
- If the extension is not granted a “Fail” grade will occur.
- If a “Fail” grade occurs, the student must re-register for the course, and successfully complete it for the substitution of a grade of “Pass” to be computed into their total GPA.
- The initial “Fail” grade remains on the permanent transcript (per academic regulations), but it is not included in the total GPA.

Grade Appeal Procedure

On occasion a student may identify a need to have a grade reviewed for computational or interpretive error. No Grades will be reviewed after ten calendar days unless it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate review during the designated time period.

Procedure:

- The student is expected to contact the course instructor within seven calendar days of the grade return.
- The faculty member will review with the student how the grade was determined based on written criteria in the course outline.
- If the issue is not resolved, the student is to contact the MSN Program Director within four calendar days. The student must present in writing the reasons she/he believes the grade should be changed.
- The MSN Program Director will request a written explanation of the grade from the involved faculty member. This explanation must be submitted within two business days.
- The MSN Program Director’s decision on the grade appeal is final.

Special Student Status

Persons holding a Bachelor of Science in Nursing (BSN) degree or higher who wish to enroll in courses but who do not want to pursue a degree may enroll as special students for no more than six credits. See the Special Student Application on the College website.

► Student Performance Remediation & Due Process

Commitment to the College values of integrity and excellence is essential to the learning process and the responsibility of all students and faculty members. Bellin College has the responsibility to promote academic honesty, provide an environment conducive to student success, and to develop processes to intervene when necessary.

The College has interventions in place to assist students with academic, behavioral, and performance issues. Students are responsible to familiarize themselves with the College policies and to conduct themselves in a manner that reflects the information provided in the handbooks, catalog, and college resources. Students should report suspicious incidences to the applicable College personnel.

Even in the most challenging situations, the College seeks first and foremost to educate its students and make decisions regarding academic and professional performance issues from an educative perspective.

In each case, the nature and gravity of the incident, the motivation underlying the behavior, the student’s academic, performance and disciplinary history, precedent in similar cases and other mitigating circumstances will be considered in determining the appropriate action(s). Repeat cases of violations of the College values will normally result in more severe penalties. The College cooperates with local, state, and federal law enforcement authorities as appropriate.

Interventions can range from lowering a grade or assignment, oral or written reprimand, restitution, referral to law enforcement, suspension, probations, to dismissal from the College.

The College reserves the right to immediately terminate any student from the program when that student's health, performance, and/or behavior jeopardize the safety of the patients, other students, or College personnel or property.

Students are required to sign this form which provides written evidence of present status, recommendations for improvement, expected outcomes, timelines, and consequences. The signed form becomes part of the student's official file. The process allows for the student consultation with appropriate College personnel to determine steps for success.

The descriptions provided below are intended to inform students of the corrective actions to uphold the academic, performance and behavioral exceptions and may be used separately or in combination with one another.

Probations – Overview

A student may be placed on academic and/or disciplinary probation.

- Probations are typically a period of one year.
- The student is expected to fulfill the terms of the probationary status as outlined in the Student Performance Notification.
- Students are allowed one occurrence of probation during their enrollment at Bellin College. The need for a second probation will result in dismissal. (Exceptions may apply to students in their last session/semester.)
- A student who does not meet the terms of probation is subject to dismissal from the program.
- A Student Performance Notification Form serves to provide students formal and written notification of professional performance/disciplinary issues.
- A student who does not meet the terms of probation is subject to the same policies relating to dismissal as any other enrolled student.

Academic Probation

A student is placed on Academic Probation when failing to meet the appropriate course/grade or lab/clinical/practicum requirements or in some cases of academic performance.

The following results in automatic academic probation:

- Failure to maintain a cumulative 3.0 GPA (grade point average) each session/semester and summer session.
- Cumulative GPA must be raised to 3.0 within one consecutive semester if full time or two consecutive semesters if a part-time student.
- Cumulative grade point averages (GPA) are calculated at the conclusion of each session.
- Failure to attain a B or better in a nursing course.
- Failure to attain a B or better in an elective.
- Receipt of an unsatisfactory practicum evaluation.
- Failure to resolve behaviors identified under disciplinary problems.

Academic and Non-Academic Misconduct – Due Process

Determination of the consequence for acts of misconduct including dismissal will be done on a case-by-case basis with consideration for similar previous incidents. The College will impose penalties applied to similar or like offenses in a consistent manner. In determining the appropriate penalty, consideration will also be given to the extent of the misconduct, whether the student has been involved in previous cases of misconduct, and other mitigating circumstances. Repeat cases of violations of the College values will normally result in more severe penalties. The College cooperates with local, state, and federal authorities and such law enforcement authorities will be contacted as appropriate.

Examples of consequences may include (but not limited to) a combination of:

- An oral or written reprimand
- Lowering of grade for assignment/course
- A failing grade for the assignment/course
- Restitution

- Referral to law enforcement authorities
- Disciplinary probation
- Suspension
- Dismissal from College

The College reserves the right to immediately terminate any student from the program when that student's health, performance, and/or behavior jeopardize the safety of the patients, other students, or College personnel.

See "Dismissal from the College" for situations that will result in automatic dismissal from Bellin College.

Academic Misconduct-Overview

Academic misconduct includes the active and/or passive participation in giving information, taking information, allowing information to be given and allowing information to be taken from an unauthorized or unacknowledged source in a situation where individual performance is required. Students are responsible to pursue their studies with integrity and honesty.

Academic misconduct includes but is not limited to:

- Cheating on an examination
- Revealing or receiving examination content
- Plagiarism including insufficiently documenting of sources or using another's work as own
- Stealing examinations or course materials or knowingly using such stolen materials
- Falsifying any record or other data
- Violating course expectations as stated by the faculty member teaching the course
- Giving or receiving improper collaboration or assistance on assignments/exams

Academic Misconduct – Due Process Procedures

If a report of academic misconduct is received or if faculty suspects that misconduct has occurred:

Step 1: Faculty and Student Meeting

Faculty member discusses the situation with the student within 3 business day of the incident or becoming aware of the incident.

- a. The faculty may conclude that the suspicion of academic misconduct was unfounded.
- b. It may be concluded that evidence supports a claim of academic misconduct.
- c. The student may acknowledge the behavior occurred.

Proceed to step 2.

Step 2: Program Director Notification

The appropriate Program Director will determine if evidence supports a claim of academic misconduct by investigating the allegation. The Program Director will meet with the faculty member and the student individually. If student does not choose to meet with the Program Director the process will continue with the information available. The Program Director may request information from other students/parties. The student may request for others to provide information regarding the allegation. Each party will be asked to document the details of the incident in writing.

Within 3 business days of receiving the information from the faculty member:

- a. The Program Director may conclude that academic misconduct was unfounded.
- b. The student may acknowledge the behavior occurred.
- c. The Program Director may conclude that there is sufficient evidence to support the claim, and reports the information to the Vice President of Academic Affairs.

Proceed to step 3.

Step 3: Vice President of Academic Affairs Notification

Within 3 business days of receiving the information from the Program Director:

- a. The Vice President of Academic Affairs may conclude that academic misconduct was unfounded.
- b. The student may acknowledge the behavior occurred.
- c. The Vice President of Academic Affairs may conclude there is sufficient evidence to support the claim, and render consequences.

If the student acknowledges the behavior and/or academic misconduct is determined by the Program Director, the Vice President of Academic Affairs will determine the consequences with consultation with Program Director.

Further more, the Vice President of Academic Affairs will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Speak with the student as necessary. If student does not choose to meet with the Vice President of Academic Affairs the process will continue with the information available.
- The faculty member, student and/or other parties may be asked to provide further information.
- Consult with the College President.

The decision of the Vice President of Academic Affairs is final.

Step 4: Dismissal from the College

If the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Vice President of Student Services. Appeals must be received within 10 business days of termination.

Non-Academic Misconduct – Overview

Consideration for others and respect for each person and property is valued within the Bellin College community. The basic behavioral philosophy of the College is that all students, College employees and those associated with the College community must be able to work and study in an environment that is safe, free from harassment, discrimination, intimidation and other disruptions. It is an expectation that all members of the community are entitled to fair treatment, and will conduct themselves appropriately, respectfully and responsibly. Behaviors inconsistent with this premise are considered non-academic misconduct.

Non-Academic Misconduct includes but is not limited to:

- Behaviors that constitute harassment, discrimination and/or intimidation.
- Conduct which constitutes actual or threatened serious danger to the personal safety or health of self or members of the College community.
- Unauthorized use, possession or storage of any weapon or explosive.
- Unlawful possession, use, distribution or sale of any narcotic or drug as defined by the statutes of the State of Wisconsin.
- Possession or consumption of alcohol/weapons in contradiction of state law and/or College policy.
- Forgery, counterfeiting, alterations, or misuse of any College record, logo, document or ID card.
- Attempts or actual stealing, destroying or defacing materials or property belonging to the College or College community.
- Unauthorized entry into or alteration of any Bellin College computer records or the violation of the Informational Technology policies and procedures.
- Failure to comply with the lawful directives of College employees or College security.
- Signing in for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching and/or learning environment/process.
- Conduct that violates the American Nurses Association Code of Ethics for Nurses or the American Registry: Radiologic Technologists Principles of Professional Conduct.
- Violations of policies/procedures as stated in the student handbooks, and College resources.
- Violations of HIPPA.
- Behaviors inconsistent with the College values, mission and/or procedures.

Non-Academic Misconduct – Due Process Procedures

If a report of academic misconduct is received or if College representative suspects that misconduct has occurred:

Step 1: Program Director and Student Meeting

If the incident occurred involving a faculty member or classroom/lab/clinical/practicum setting, the involved faculty discusses the situation with the student within 3 business days of the incident or becoming aware of the incident.

- a. The faculty member may conclude that the suspicion of non-academic misconduct was unfounded.
- b. It may be concluded that evidence supports a claim of non-academic misconduct.
- c. The student may acknowledge the behavior occurred.

Proceed to step 2.

Step 2: Program Director and Student Meeting

The appropriate Program Director will determine if evidence supports a claim of non-academic misconduct by investigating the incident. The Program Director will meet with the student and others applicable to the incident individually. If the student does not choose to meet with the Program Director the process will continue with the information available. The student may request others to provide information regarding the allegation. Each party will be asked to document the details of the incident.

If the student acknowledges the behavior and non-academic misconduct is determined the Program Director, the Vice President of Student Services will determine the consequences in consultation with Program Director.

Within 3 business days of receiving the information regarding the allegation:

- a. The Program Director concludes that non-academic misconduct was unfounded.
- b. The student may acknowledge the behavior occurred.
- c. The Program Director concludes that there is sufficient evidence to support the claim and reports the information to the Vice President of Student Services within 3 business days.

Proceed to Step 3.

Step 3: Vice President of Student Services Notification

Within 3 business days of receiving the information from the Program Director:

- a. The Vice President of Student Services may conclude that non-academic misconduct was unfounded.
- b. The student may acknowledge the behavior occurred.
- c. The Vice President of Student Services may conclude there is sufficient evidence to support the claim, and render consequences.

Furthermore, the Vice President of Student Services will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information is needed.
- Speak with the student as necessary. If student does not choose to meet with the Vice President of Student Services the process will continue with the information available.
- The students and/or other parties may be asked to provide further information.
- Consult with the Bellin College President.

Applicable documentation becomes part of the student's official file.

Penalties imposed by the Vice President of Student Services are final.

Step 4: Dismissal from the College

If the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Vice President of Academic Affairs. Appeals must be received within 10 business days of termination.

Dismissal from the College

A student may be dismissed from the College as a result of academic-misconduct, non-academic misconduct, academic performance reasons and/or for behaviors that are not in accordance with College policies or values.

The following situations result in an automatic dismissal from Bellin College:

- Not maintaining a letter grade of B or better in 2 courses in one semester/term.
- No more than two incompletes in nursing courses can be taken in any one semester or grading period.
- Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract.

- Students are allowed one occurrence of probation during their tenure at Bellin College. The need for a second probation will result in dismissal. (Exceptions may apply to students in their last block/term/semester.)
- Failure to hold a valid and current RN license.
- The College reserves the right to dismiss any student from the program when that student's health, performance, and/or behavior jeopardize the safety of patients, other students, or College personnel.
- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
- Failure to complete the degree within 6 years.

Appeal of Dismissal

Any student dismissed from the College has the right to appeal. A student who has been dismissed from Bellin College may appeal for readmission to the College one time only.

If the appeal for dismissal is denied, the opportunity to be readmitted has been exhausted.

The student shall appeal via writing, and must:

- Be received within 10 business days of receipt of notice of dismissal.
- Identify any extenuating circumstances contributing to the dismissal,
- Identify changes that will contribute to success if the appeal is granted; and include the contact information including address, telephone number, and e-mail address.

The student will receive written notification of the appeal outcome within 10 days of receipt of appeal.

| Reason for Dismissal: | Student has the right to appeal to: |
|--|--|
| Academic Misconduct Review Board | Vice President of Academic Affairs |
| Non-Academic Misconduct Review Board | Vice President of Student Services |
| Reasons outlined in "Dismissal from the College" | Vice President of Academic Affairs |

► Student Due Process

Student Grievance Procedure

A grievance is a student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. A student has a right to express grievance without prejudice, penalty, or reprisal. The College believes in resolving issues at the lowest level possible.

To provide students with a direction to voice their concerns, a four-step grievance procedure has been established. The steps need to be completed sequentially within the timeframes outlined in each step.

If resolution is obtained in any given step, that resolution is considered final. The issue can be resolved at any step, eliminating the need to progress to further steps.

Step 1:

The student speaks to the applicable College personnel about their concern within 24 hours of the incident.

- a. The issue is resolved.
- b. The issue is unresolved and proceeds to step 2.

Step 2:

The student documents their grievance and the steps that have been taken to resolve the situation using a Student Grievance Form (available in Student Services Office). The Student Grievance Form is submitted to the applicable College personnel with a copy submitted to the appropriate Program Director within 2 business days of the initial discussion. The College personnel have 3 business days from receipt of form to respond in writing to the student. A copy of the response should be provided to the appropriate Program Director.

- a. The issue is resolved.
- b. The issue is not resolved and proceeds to step 3.

Step 3:

The student meets with the appropriate Program Director. Program Director investigates the incident and may ask for additional information or clarification from any or all involved. The Program Director responds in writing within 3 business days to the student, with a copy provided to the applicable College personnel.

- a. The issue is resolved.
- b. The issue is not resolved and proceeds to step 4.

Step 4:

The student meets with the Vice President of Student Services within 3 business days of receipt of response from Program Director. The Vice President of Student Services meets with the Student Grievance Ad Hoc Committee within 3 business days of meeting with the student. This committee is chaired by the Vice President of Student Services and members include: Vice President of Academic Affairs, appropriate Program Director, a staff member, a student representative chosen from the Student Senate. The Student Grievance Ad Hoc Committee has 7 business days to make a recommendation based on review of information provided and applicable College policies, procedures and regulations to the Vice President of Student Services. The student and applicable College personnel will be given the opportunity to meet with the committee. The committee may ask for further information or clarification from any or all involved. The decision of the Vice President of Student Services is final.

Students are allowed one occurrence of probation during their tenure at Bellin College. The need for a second probation will result in dismissal. (Exceptions may apply to students in their last block/semester/term.)

A student who withdraws from the College while in academic probation status will re-enter on probation until a satisfactory grade for the failed course is achieved.

► Academic Policies and Procedures

Attendance Policy

Students are expected to attend and be on time for all orientations, classroom, examinations, and practicum activities. Any student who does not attend a class maintains responsibility for all announcements, directions, handouts, examination reviews, and content explored. There may be individual courses that require class attendance as a condition of meeting course outcomes. (Refer to course syllabi). Student attendance records are maintained for the purpose of work references and some financial aid programs. Refer to the student fee section for information pertinent to mandatory fees related to rescheduling of mandatory activities.

Attendance for practicum is mandatory in order for the student to achieve course outcomes. Progress and continuation in the course may be at risk, in the event of an absence and will be considered individually by the faculty. A student who is absent from a practicum experience may be required to withdraw from the practicum and related theory course if the student is not able to meet the expected course outcomes.

Practicum Readiness Requirements

Health Policies

In the semester prior to entering the practicum courses, students must provide evidence of meeting the health requirements for the agency in which they complete the practicum.

Criminal Background Information Reporting

Criminal Background Checks of all students and personnel are required. This is in compliance with the Wisconsin Caregiver Background Check and Investigation Legislation. Bellin College reserves the right to deny admission or to terminate enrollment of any student because of his or her criminal history. The background check is completed upon enrolling in the program and is updated every four years.

An enrolled student is responsible to report any criminal charges to the Vice President Student Services. The Vice President will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Background Check law and a student's continued enrollment at the College.

Confidentiality of Protected Health Information

Practicum experience requires students to access protected health information about clients. The American Health Insurance Portability and Accountability Act (HIPAA) requires health information about clients to be secured and kept confidential. As a student, there is a legal and ethical need to protect a client's right to privacy; no records may be photocopied for any reason. While students may write down essential information for the preparation and care of clients, information that identifies a client in any way may not be taken from the practicum site. It is unlawful to disclose all individually identifiable information that is transmitted electronically, maintained in any electronic medium, or transmitted or maintained in any other form or medium, including oral communication. This relates to information about past, present and future:

- Physical and mental health
- Provision of health care to the client
- Payment for the client's health care

Violation of this policy may result in practicum/clinical and/or disciplinary probation, dismissal, and/or legal and financial consequences.

References

- Federal Registrar 65, no. 250. (December 28, 2000). Standards for the Privacy of Individually Identifiable Health Information, Final Rule. 45 CFR Parts 160 through 164. Available at <http://aspe.hhs.gov/admn>
- State of Wisconsin Department of Regulation and Licensing, Board of Nursing (1998). Confidentiality of patient health care records (Chapter 146.82), in Wisconsin Statutes and Administrative Code Relating to the Practice of Nursing. Madison, Wisconsin: Author.
- Wisconsin Nurses Association (2005). Client privacy standards. Retrieved May 2, 2005

Dress Code Policy

All Bellin College students must display appropriate appearance and demeanor to maintain the quality and excellence associated with Bellin College's tradition and to maintain a professional image. Classes on the Bellin College camps may be attended in street clothes or uniforms. Students are not allowed to wear hats during exams. It is the student's responsibility to understand and adhere to dress codes specific to each practicum setting. Students must wear their Bellin College ID Badge in a visible location, such as attached to collar or lapel.

► Academic Policies – Student Health

Fitness for Class, and Practicum

All students are to report to class and practicum free of impairment from the use of alcohol and/or drugs, and are thereby judged as fit for class and practicum.

1. When a student/faculty member/College employee suspects that a student may be unfit for class/practicum, s/he should report their observations to the person supervising the student. Observed behaviors must be documented by supervising person and witnesses prior to leaving class/practicum that day.
2. Any student suspected of not being fit for duty, based on personal observation of appearance, behavior, speech, or breath odor will be requested to undergo a drug and alcohol test by their faculty member or appropriate Administrative member of the College at the time of the observed behavior.
3. The student will be removed from class, lab, or practicum.
4. A voluntary signature will be obtained on a consent and release form prior to any specimen collection. Refusal to sign the consent to release information form and/or to undergo a drug and alcohol test,

when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or practicum pending further disciplinary action. (Further disciplinary action may include possible dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test.)

5. Transportation home of the student involved in a reasonable cause circumstance, whether tested or not, will be arranged by the faculty member or appropriate Administrator to prevent the student from attempting to operate her/his own vehicle while under the possible influence of drugs and/or alcohol. These efforts may include contacting law enforcement officials if necessary.
6. Any faculty member or other person who has reasonable cause to suspect that a student is under the influence of drugs and/or alcohol will submit a written statement of all observations made.
7. When a student's drug/alcohol screening is positive and an Employee Assistance Program referral is made, the student's return to school will be based on the following:
 - a. Evidence of ongoing compliance with the recommended treatment plan as outlined by the Employee Assistance Program.
 - b. Signed return to school contract, as coordinated by the appropriate Administrator, which may include:
 - 1) Additional drug and/or alcohol testing prior to return to class or practicum,
 - 2) Additional drug and/or alcohol tests, without notice, at anytime, within 24-months from the date.
 - c. The student returned to school with successful completion of the Employee Assistance Program.

Note: Positive test results, for any of the above drug and/or alcohol testing, will render the student subject to discipline, up to and including dismissal.

Confidentiality and privacy rights of Bellin College students will be protected. Test results and/or the identities of any student participating in a rehabilitation program will not be revealed by Bellin College to anyone outside this policy without the express written consent of the student.

Student Pregnancy

Pregnancy is the state of health that may render the expectant mother susceptible to environmental conditions.

It is the responsibility of the student who thinks or knows she is pregnant to inform the Program Director and to complete required paperwork. In addition, potential implications to the academic plan will be discussed. The MSN Program Director will inform course faculty so that reasonable steps are taken to plan client care assignments that will help protect the student's health and the pregnancy.

If granted a leave of absence the student must provide evidence of ability to return to the College by a health care provider. Documentation must indicate the return date and any restrictions if applicable. All will be provided to the MSN Program Director.

Bellin College does not assume responsibility or liability for complications that may occur as a result of the pregnancy.

Health Services

Health services to Bellin College students are provided by Bellin Employee Health Services (EHS). The following are available to all students at no charge per protocol.

Health Records Screening:

Upon acceptance into the College, the EHS nurse will review student's pre-entrance medical evaluation. When necessary, the student will be contacted by the EHS nurse and referred to a physician.

Short Term and Emergency Care:

If ill, the student should inform the appropriate course faculty. Students may seek consultation with an EHS nurse by calling 920-433-3587.

The student must report physician care and prescription medications that affect the ability to perform to the appropriate Program Director for clearance to participate in coursework including lab and practicum experiences. Students must also report any contagious diseases, or suspicion of such. Specific follow up will be conducted where there are exposure concerns.

Any student injured in class should report the injury to her/his faculty member who will facilitate referral to EHS, if appropriate. First aid will be provided at no charge by EHS, however, if further medical care is warranted, the student will be referred to her/his physician or Emergency Department and the cost for care will be billed to her/his health insurance.

Students injured when performing practicum duties will follow appropriate policy and procedures as designated by the practicum agency. The student will also report the injury to course faculty and complete the Bellin College incident report form. EHS should be notified as soon as possible.

A significant exposure must be reported immediately to the faculty member, EHS or the SWAT/ Supervisor when the EHS is closed. If the injury occurs at Bellin Hospital, the student reports to EHS, or in their absence, reports to the SWAT/Supervisor.

All students must have current emergency contact information on the back of the student ID along with current information in the Student Services Office.

TB Skin Tests and CPR Certification:

Every May, students are required to submit documentation to the Student Services Office showing completion of an annual TB skin test and Bellin Health can assist in re-certification of CPR Training. The EHS is available to assist with these requirements. *CPR for the Health Care Provider through the American Heart Association (infant/child/adult) is the only certification accepted.*

The hospital regulatory agency guidelines as published in the Wisconsin Administrative Code, Chapter HSS 124 state that all persons having frequent and direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. The Mantoux tuberculin skin test is administered at no charge by the EHS for all Bellin College students each May.

If the student converts (positive skin test) on his/her annual health assessment or has had a past positive TB skin test, a baseline chest x-ray is required and the student must follow-up with his/her physician for treatment (and for a written statement regarding practicum status/restrictions). A Quantiferon test is also acceptable. An annual review of TB signs and symptoms will be required thereafter.

Influenza (Flu) Vaccine:

Flu vaccine is strongly recommended for students. The vaccine is offered at no charge through the EHS beginning in the fall of each year, depending upon availability.

Human Immunodeficiency Virus (HIV) Testing:

Confidential voluntary testing for antibodies to HIV, indicating exposure to the AIDS virus is available through the Center Project.

Baseline HIV tests are recommended as part of the follow up for significant needle stick exposure and/or other significant blood or body fluid exposures. Source patient testing is performed on all significant exposures. The student should report the exposure immediately to the practicum instructor who will then direct her/him to contact the EHS or the SWAT/supervisor for follow-up if the incident occurred at Bellin Hospital. When possible, exposures/injuries experienced at affiliating hospitals should be followed up at the facility where they occurred following their procedures. All hospitals are required to have this procedure in place (OSHA & CDC).

Rapid strep throat culture:

This test is available to Bellin College students via EHS.

Reporting Illnesses

For their own safety and the patient's safety, students should immediately report all illnesses to the faculty member. If necessary, care can be facilitated under the direction of the EHS nurse.

Students on practicum assignment have an obligation to avoid the transmission of illness to their patients. Accordingly, the following conditions require evaluation by the EHS nurse and/or faculty member before reporting to the practicum areas:

- Weeping, draining, blistering skin lesions, ex. cold sores
- Rashes accompanied by fever or are spreading or are generalized
- Coughing
- Diarrhea
- Sore throat

Also:

- Measles (Rubeolla)
- Herpes Zoster (Shingles)
- Salmonellosis
- Mumps
- Scabies
- Lice
- Hepatitis A
- Pertussis (Whooping Cough)
- Yersiniosis
- Hepatitis B
- Giardiasis
- Shigellosis
- Chicken Pox (Varicella)
- Rubella (German Measles)
- Cholera
- Strep Infection
- Infectious Conjunctivitis (Pink eye)
- Meningitis
- TB
- Campylobacteriosis
- Herpes on hands
- Impetigo

The student should report illness as follows:

Prior to Practicum Experience

- Telephone faculty member and/or assigned preceptor/practicum unit prior to scheduled practicum time.

During a Scheduled Theory Class or Practicum Practice:

- Report illness to faculty member.

A student who has been absent for a significant health problem may be required to submit a physician's statement indicating the student is able to resume classroom, lab, and/or practicum activities.

Following absences from the classroom, lab, or practicum experience a student's performance is evaluated by the teaching team according to the course outcomes. Requirements for making-up lab or practicum experiences, if needed, will be established by the teaching team. Arrangements to meet the course outcomes must be met before progression to the following semester.

Bellin Health Employee Health Office

| | |
|------------------|--|
| Mailing Address: | P.O. Box 23400 Green Bay, WI 54305-3400 |
| Phone: | (920) 433-3587 |
| Fax: | (920) 433-7997 (<i>Your name</i> and <i>"Student"</i> should be on each faxed page) |
| Location: | Bellin Hospital 744 S. Webster Avenue, Green Bay, WI. |

The Health Office is open during the following times: (depending upon staff availability):

Monday -Friday 6:30 a.m. - 4:30p.m. (Closed holidays)

Appointments are recommended except in urgent situations.

Students should contact EHS during open hours whenever possible. When EHS is closed, a phone mail message can be left. A recording will direct the student for urgent needs.

If the student needs to be referred to a physician and does not have access to one locally, they will be referred to the Bellin TeleHealth on-call for help with securing a local doctor. The student or their insurance will be charged for the health care provided.

Health Records

- Each student has a confidential cumulative health record on file in the EHS Office.
- The cumulative health record of each student is kept by the EHS for 30 years following graduation or withdrawal. Older records are electronically imaged.
- Upon written request of the student, EHS will forward health information to the student, prospective employers or educational institutions. All requests should be directed to the EHS Office. Please allow up to 14 working days to process.

Health Care/Hospitalization Insurance

Health care/hospitalization insurance coverage is highly recommended for all Bellin College students.

Students assume responsibility for all health costs that are not a part of the routine student health services. Such costs might include health problems present prior to admission to the College, long-term illness, surgical treatment, prescription medications, dental and eye care, illness or injury.

The College assumes no responsibility for the medical expenses incurred by any student with the exception of those services routinely provided through the Employee Health Services (EHS) (as cited in this handbook). Cost of health care beyond that covered by insurance are the responsibility of the student and her/his family.

Malpractice Insurance

Malpractice insurance is not required as a student. The College recommends that students evaluate the malpractice issue and obtain coverage prior to their first practicum course if they choose. The College liability only covers students during College-sponsored activities. Malpractice insurance coverage is available through local and national insurance agencies.

► College / Academic / Information Technology Resources

Hendrickson Library

The Phil & Betsy Hendrickson Library houses a collection of books, journals, newspapers, and audio-visual materials covering medicine, nursing, radiologic technology, and other health-related subjects. Computers with access to the Internet, online catalogs, and databases are also available. Access to some library resources is available under "Library Services" in [Moodle](#). The library is staffed by a professional librarian and assistants and offers the following services:

- **Reference Services**
Library staff is available to assist with locating information resources, using electronic and print resources and operating library equipment.
- **Interlibrary Loan (ILL)**
The library staff can obtain many of the books, journals, and government documents not in the library collection from other libraries. While there is no limit to requests, it is important that people be prudent with requests due to the escalating Interlibrary Loan costs.
- **Library Instruction**
New students are provided information regarding library policies and procedures, student use and are provided instruction on literature searching using online databases.

- **Photocopying/Printing**

The student printer is located in the library and in the adjacent computer resource center.

- **Group Study Rooms**

The library has three (3) study rooms that may be reserved by students. These rooms are intended for group study or audiovisual viewing by two or more students. The rooms may be reserved in one hour blocks, not to exceed two consecutive hours, by contacting the library at 920-433-6659 or library@bellincollege.edu. Reservations will be forfeited if a group does not show up within fifteen minutes of scheduled reservation. Remote controls and an audio/video laptop cables are available for check-out at the circulation desk. Rooms must be kept clean and orderly and users are responsible for their personal property. Groups exhibiting loud or disruptive behavior will be asked to leave. These guidelines are subject to change.

- **Laptops**

The library has 2 laptops that will be available for check-out. The laptops may only be used in the library.

- **Library Hours** (As hours are subject to change during summer and holidays students are encouraged to check Moodle for schedule.)

Monday- Friday7:30 am – 8:00
Saturday.....Closed
Sunday.....Closed

Computer Lab

All computers have access to the Internet and Microsoft Office 2010. The computers also provide access to a number of educational programs for nursing (programs available via desktop folder called “educational programs”). Headsets must be used whenever possible to avoid disturbing others. At times the computer lab will be closed for special testing or class. These times will be posted in advance.

Students are expected to understand and comply with the College policies regarding use of the Internet and e-mail. (See: [IT Acceptable Use](#) and [Email policies](#)) Failure to comply with these policies may result in consequences up to and including dismissal from the program.

A jump drive is highly recommended when using the computers. Saving to the hard drive, downloading programs, or changing computer settings are prohibited.

Writing Resources – APA Style

The American Psychological Association style (APA) is the common method of documentation in nursing. The APA style provides basic guidelines about preparing papers for submission. APA style also uses parenthetical citation within the text to identify source material and uses a reference list at the end of the work to give detailed information about sources cited in the paper.

Students are to submit papers using APA style. Paper submission format (electronic, hard copy, single-sided, double sided) will be at the discretion of the course faculty. Information pertaining to such requirements will be communicated to students verbally at the start of each semester and will also be published in paper/project guidelines and/or the course syllabi.

The APA Publication Manual (6th edition) is the required text utilized by Bellin College.

The [APA Manual](#) provides examples of citations of references and answers to frequently asked questions. Students are encouraged to consult with the faculty for clarifications.

Writing Resources – Copyright Policy

Bellin College respects and recognizes intellectual property rights. This policy sets forth the rights and responsibilities of Bellin College administration, faculty, and staff regarding copyrighted works in accordance with the copyright law, balancing the rights of the creator and user.

Copyright protects "original works of authorship fixed in a tangible medium of expression." It provides the copyright owner with the rights to make copies, derivative works, distribute, display, and perform works publicly.

Ramifications of Copyright Infringement

Penalties for copyright infringement are very harsh: the court can award up to \$150,000 for each separate act of willful infringement. Willful infringement means that you knew you were infringing and you did it anyway. Ignorance of the law, though, is no excuse. If you don't know that you are infringing, you still will be liable for damages - only the amount of the award will be affected. Then there are attorneys' fees... There is one special provision of the law that allows a court to refuse to award any damages at all if it so chooses, even if the copying at issue was not a fair use. It is called the good faith fair use defense [17 USC 504(c)(2)]. It only applies if the person who copied material *reasonably* believed that what he or she did was a fair use - as would likely be the case if you followed this Policy! If you qualify for this defense, it makes you a very poor prospect for a lawsuit. On the other hand, if you disregard sound advice about fair use, a court would be free to award the highest level of damages available. This makes someone who ignores policies a handsome target for a lawsuit (Harper, G., n.d.).

Determining if an item is copyrighted

Since March 1, 1989, a copyright notice is no longer required for copyright protection. Because of this, it should be assumed that most works are copyright protected. Works published prior to March 1, 1989, generally require a copyright notice to be protected. The [Copyright Office Circular 22](#) explains how to determine the copyright status of a work.

Duration of Copyright

The copyright term has been extended many times. The [Copyright Office Circular 15A](#) discusses the provisions of the law that deal with length of copyright protection.

Determining if you are infringing on someone's copyright

The three questions listed below can help you determine whether or not you are infringing on someone's copyright:

1. Is the work protected?

Anyone may freely use the following as copyright does not protect:

- Works that lack originality
 - logical, comprehensive compilations (e.g. phone book)
 - unoriginal reprints of public domain works
- Works in the public domain (e.g. copyright expired)
- Freeware (not shareware, but really, expressly, available free of restrictions-ware -- this may be protected by law, but the author has chosen to make it available without any restrictions)
- US Government works
- Facts
- Ideas, processes, methods, and systems described in copyrighted works

2. If the work is protected, do you wish to exercise one of the owner's exclusive rights?

- Make a copy (reproduce)
- Use a work as the basis for a new work (create a derivative work)
- Electronically distribute or publish copies (distribute a work)
- Publicly perform music, prose, poetry, a drama, or play a video or audio tape or a CD-ROM, etc. (publicly perform a work)
- Publicly display an image on a computer screen or otherwise (publicly display a work)

3. Is your use exempt or excused from liability for infringement?

If an exemption does not excuse infringement and eliminate the need to ask permission or pay fees to exercise the owner's rights, you need permission.

- Fair use
- Library's special rights
- Educational performances and displays
- Even if all or part of a work is not protected by copyright law, it may be protected by other laws. For example, you may need to consider rights of privacy and publicity, ask permission to use a trade or

service mark, or get a license to practice a patented process or system, but discussion of these rights and interests is beyond the scope of this Policy statement.

Fair Use

The purpose of the copyright law is to protect the rights of the creator. Section 107 of the copyright law; however, allows a user to exercise an exclusive right in certain circumstances without prior authorization of the copyright holder and without paying a royalty or permission fee. This section is also the defense in an infringement suit. To determine if a use of a work in a particular case is fair use, the following four factors are used:

FACTOR 1: What is the character of the use?

- Nonprofit
- Educational
- Personal
- Criticism
- Commentary
- News reporting
- Commercial
- Parody
- Otherwise transformative" use

Uses on the left tend to tip the balance in favor of fair use. The use on the right tends to tip the balance in favor of the copyright owner - in favor of seeking permission. The uses in the middle, if they apply, are very beneficial: they add weight to the tipping force of uses on the left; they subtract weight from the tipping force of a use on the right.

Imagine that you could assign a numerical weight to each use. A nonprofit educational use *other than the middle uses*, for example, making a copy of a journal article for a university class, might weigh 5 in favor of fair use. But a nonprofit educational use that is also criticism, for example, the inclusion by a faculty member of a quote from another's work in a scholarly critique, would weigh even more in favor of fair use: about 6 or 7. That's because the uses in the middle are "core" fair uses; the ones most dearly protected.

Even if they are for-profit, the core fair uses weigh in favor of fair use: that's why they subtract from the weight against fair use of a commercial use. A commercial duplication of an article from a journal might weigh 5 against fair use. But a commercial commentary or quotation would barely tip the scale, if at all. This is not to suggest that fair use can be precisely quantitatively analyzed. Numbers are just a tool to illustrate how the facts interact and affect each other. Actually, numbers wouldn't make the analysis any easier: copyright owners and users would have just as much trouble agreeing on weights as we have agreeing on any other judgment about fair use.

FACTOR 2: What is the nature of the work to be used?

- Fact
- Published
- A mixture of fact and imaginative
- Imaginative
- Unpublished

Again, uses on the left tip the balance in favor of fair use. Uses on the right tip the balance in favor of seeking permission. But here, uses in the middle tend to have little effect on the balance. Which way is your balance tipping after assessing the first two factors?

FACTOR 3: How much of the work will you use?

- Small amount
- More than a small amount

This factor has its own peculiarities. The general rule holds true (uses on the left tip the balance in favor of fair use; uses on the right tip the balance in favor of asking for permission), but if the first factor weighed in favor of fair use, you can use more of a work than if it weighed in favor of seeking permission. **A nonprofit use of a whole work will weigh somewhat against fair use.** A commercial use of a whole work would weigh significantly against fair use.

For example, a nonprofit educational institution may copy an entire article from a journal for students in a class as a fair use; but a commercial copy shop would need permission for the same copying. Similarly,

commercial publishers have stringent limitations on the length of quotations, while a student writing a paper for a class assignment could reasonably expect to include lengthier quotes.

Which way does your balance tip after assessing the first three factors? The answer to this question will be important in the analysis of the fourth factor!

FACTOR 4: If this kind of use were widespread, what effect would it have on the market for the original or for permissions?

- After evaluation of the first three factors, the proposed use is tipping towards fair use
- Original is out of print or otherwise unavailable
- No ready market for permission
- Copyright owner is unidentifiable
- Competes with (takes away sales from) the original
- Avoids payment for permission (royalties) in an established permissions market

Guidelines for Classroom Copying of Books and Periodicals

The purpose of the following guidelines is to state the *minimum* standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying may not be permitted under these guidelines [but] may be permissible under revised guidelines. Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

I. Single Copying for Teachers

A single copy may be made of any of the following or any part thereof by or for any faculty or staff member at his or her individual request:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use:

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the faculty giving the course for classroom use or discussion, *provided that*:

- A. The copying meets the following tests of brevity and spontaneity as defined below; *and*,
- B. Meets the cumulative effect test as defined below; *and*,
- C. Each copy includes a notice of copyright

Definitions:

Brevity

- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in (i) and (ii) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

- (iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- (iv) "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

- (i) The copying is at the instance and inspiration of the individual teacher, and
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- (iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. PROHIBITIONS AS TO I AND II ABOVE

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying may not be used to create or to replace or substitute for anthologies, compilations or collective works. A prohibited replacement or substitution occurs regardless of whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - 1. substitute for the purchase of books, publisher's reprints or periodicals;
 - 2. be directed by higher authority; or
 - 3. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge may be made to the student beyond the actual cost of the photocopying.

[The aforementioned guidelines on classroom copying are an adaptation of the actual copying guidelines agreed to by the Association of American Publishers and The Author's League of America with minor editorial changes.]

Fair Use Rules of Thumb

The following Rules of Thumb may provide additional guidance for certain situations. It is best to interpret them conservatively.

Rules of Thumb for Digitizing and Using Images for Educational Purposes

- A. Is the image you wish to digitize readily available online or for sale or license at a fair price?
 - If YES: [then] ...to, purchase or license the image. Do not digitize it unless you are in the process of negotiating a license. If you have a "contract pending," digitize and use the image in accordance with these Rules of Thumb until the license is finalized and you have received the licensed digital image.
 - If NO: [then] Digitize and use the image in accordance with the following limitations:
Limit access to all images except small, low resolution "thumbnails" to students enrolled in the class and administrative staff as needed. Terminate access at the end of the class term.
Faculty members also may use images at peer conferences.
- B. Students may download, transmit and print out images for personal study and for use in the preparation of academic course assignments and other requirements for degrees, may publicly display images in works prepared for course assignments etc., and may keep works containing images in their portfolios.

Periodically review digital availability. If a previously unavailable image becomes available online or for sale or license at a fair price, point to or acquire it.

Rules of Thumb for Digitizing and Using Others' Works in Multimedia Materials for Educational Purposes

The CONFU Fair Use Guidelines for Educational Multimedia suggest that fair use requires adherence to specific numerical portion limits, that copies of the multimedia work that includes the works of others should be strictly controlled, and that fair use "expires" after 2 years. Our Rules of Thumb acknowledge that these are important considerations, but the Guidelines numbers do not describe the outer limits of fair use. Despite their tightly controlled approach, the Guidelines can provide helpful guidance and we recommend that you read them.

Please keep in mind that the rights described here are rights to *create* unique works, but *not to make multiple copies and give them out (distribute them)*.

1. Students, faculty and staff may
 - incorporate others' works into a multimedia work
 - display and perform a multimedia work in connection with or creation of:
 - class assignments
 - curriculum materials
 - remote instruction
 - examinations
 - student portfolios
 - professional symposia
2. Be conservative. Use only small amounts of other's works.
3. Don't make any unnecessary copies of the multimedia work.

Rules of Thumb for Research Copies

Limit research copies to:

- single articles from a journal issue
- several charts, graphs, illustrations
- other similarly small parts of a work

Guidelines for Media:

Use of Prerecorded Videotapes / CD Rom / DVD (Media)

1. Media labeled "For Home Use Only" may not be used for public performance.
2. Media may not be used if the person responsible has any reason to believe that the product was unlawfully made.

Duplication of Media

1. Media may not be copied without permission of the manufacturer or producer. See the original purchase agreement regarding duplication and for the permission procedure.
2. Use of Broadcast Programs:

"Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

These may be recorded and retained by a non-profit educational institution for a period not to exceed the first 45 consecutive calendar days after the recording. Written permission should be sought for use beyond the 45-day limitation.

Off-air recordings, portions of in their entirety, may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instruction reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive days in the forty-five (45) calendar day retention period.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

Recorded programs may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

References

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Russell, C. (Ed.). (2004). *Complete Copyright: An Everyday Guide for Librarians*. Chicago: American Library Association.

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United States Copyright Office. (2006). *Circular 22 How to Investigate the Copyright Status of a Work*. Retrieved on March 28, 2007 from <http://www.copyright.gov/circs/circ22.pdf>

The majority of this policy is adapted with permission from:

Harper, G. *Copyright Crash Course*. Austin, TX: University of Texas System. Retrieved on March 29, 2007 from <http://www.utsystem.edu/ogc/Intellectualproperty/cprtindx.htm#top>

Audio/Video Taping of Faculty Lectures/Conferences

All individuals wishing to audio/videotape faculty lectures and/or conferences presented as part of the Bellin College curriculum must obtain verbal approval prior to the lecture and/or conference from the specific teaching faculty member.

Frequently, speakers will give permission for the recording of a presentation; however, a faculty member has the right to refuse permission unless an accommodation for disability is approved.

In the event the faculty member approves the audio/videotaping, the obtaining and utilizing of the audio/videotape and the recorder is the student's responsibility. It is further understood that the recording is to be used for current educational purposes only.

Papers/Proofing Advice

Students seeking advice regarding content and style on completed, but un-graded course papers, will be referred to the Bellin College Counselor. In order to maintain fairness and consistency, Bellin College faculty will not review drafts of papers that will be submitted for a grade.

Information Technology – Acceptable Use Policy

Introduction

The College provides technology resources for the primary purpose of supporting the academic, administrative, business and communications needs of the College. All users of technology resources must exercise responsible, ethical behavior when using these resources and are expected to abide by College policies and local, state, and federal laws. This policy defines the acceptable use of these technology resources.

"Technology Resources" refer to all computers, servers, switches, firewalls, software, wiring, network components, devices, and services managed, whether owned or leased, by the College.

Scope

This policy applies to all users of Bellin College technology resources. A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a College system; or who connects to, or

attempts to connect to or traverse, the College network, whether by hardware or software or both, whether on campus or from remote locations.

Policy

Access to Bellin College technology resources is a privilege granted to guests, contractors, faculty, staff, and students. This privilege is predicated on the user's acceptance of and adherence to all College Information Technology & Services policies. The College reserves the right to limit, restrict, or extend access to technology resources. Access to technology resources will be documented on the *Network Access Request Form* for all guests, faculty, staff and work study students. This form is not required for students except for work study students requiring access to an administrative system. The Bellin College technology resources are a private system. As such, the information stored on its computers and servers are the property of the College with the exception of material expressly developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on College systems under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the use (a) is minimal and of short duration, (b) does not interfere with the user's duties and responsibilities or that of others, (c) does not violate any College policies and local, state, or federal laws, (d) does not interfere with the primary purposes of the system, and (e) does not adversely affect technology resources.

1. User Responsibilities

User responsibilities and expectations include but are not limited to:

- **All student work is to be submitted using a Microsoft-Office 2003 or 2007 compatible format**
- Abide by applicable laws, College policies, contracts and licenses
- Use only those technology resources and data for which you have authorization and only in the manner and to the extent authorized
- Respect the copyright and intellectual property rights of others, including the legal use of copyrighted material
- Use technology resources only for their intended purpose
- Protect the access and integrity of technology resources
- Maintain privacy and security by keeping all passwords confidential
- Respect the privacy and personal rights of others
- Delete old and unused e-mail and files on a regular basis
- Maintain the accuracy of personal e-mail distribution lists
- Develop adequate proficiency in the tools and technologies appropriate to his/her needs

2. Inappropriate Network Usage

The following uses, while not all inclusive, are considered inappropriate and unacceptable:

- Misuse, abuse or otherwise cause damage to technology resources
- Employ the use of software or hardware designed to disrupt or circumvent the security of any technology resource
- Engage in any activities designed to spy on network traffic or to access passwords, user IDs, files or programs of other users
- Impersonate another network user
- Access, or attempt to access, College business or another individual's data or information without proper authorization, even if not securely protected
- Use College technology resources for non-College related activities
- Install or use any software or network hardware not approved by the Director of Technology

- Engage in software piracy or copyright infringement. All software installed on College computers must be used in conformance with the license granted by the developer. Unlicensed products will be removed immediately from College computers.
- Provide access to Bellin College technology resources to individuals, groups or businesses outside the College Community, except as authorized in writing by the President, a Vice President, or the Director of Technology
- Exchange proprietary information or any other privileged, confidential, or sensitive information without proper authorization
- Participate in e-mail chain letters, spamming, junk mail, e-mail bombing attacks, or virus hoaxes
- Knowingly forward a message or otherwise introduce a virus-infected file by other means into the College network
- Send, store, print or solicit receipt of e-mail messages, files or programs that contain fraudulent, harassing, racist or obscene language, visual, or audio material or content. The College reserves the right to determine the appropriateness of such material and content.
- Use College technology resources for illegal behavior or activities as defined by federal, state and/or local laws

3. Administrative Systems

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the rights and responsibilities regarding the privacy of student record information. All employees of Bellin College are required to abide by the regulations of FERPA and College policies regarding access to and use of student, College financials, and College alumni development information. Directors and other supervisory personnel are responsible for ensuring employees follow FERPA and College policies and procedures. The College houses its administrative data on its servers. Various software packages include programs managing admissions, registration, student records, financial aid, billing, accounts payable, general ledger, and alumni development. Employees having access to administrative system data must understand and accept the responsibility of working with confidential data. In addition to FERPA, the following apply to all employees with an administrative system account:

- Access to administrative systems is granted through the use of individual system accounts consisting of a username (userid) and password/PIN. These accounts are for the employee's use only and should not be shared with anyone.
- Administrative system accounts are for educational/work-related activities only; as such there are measures in place that block websites/content not related to educational/work
- Employees will not discuss or share any confidential data with any other person except as is needed to carry out his/her job responsibilities
- All access to electronic data and documents will be secured. Log off the system, secure documents in lockable drawers, cabinets, or behind locked doors when leaving your work area. Use your computer's password protected screen saver to minimize unauthorized disclosure of confidential information.

4. Enforcement Procedures

The College retains the right, without restriction, to monitor, authorize, control, or stop the use of any technology resource found on its computers or networks. Violations of any College policy will be referred to the appropriate Administrator for action through the established disciplinary processes of the College.

The results of such referral may include but is not limited to:

- Files and/or programs may be deleted
- User accounts may be disabled
- User access privileges may be withdrawn
- Users may be suspended, expelled or terminated from College employment

Information Technology – Electronic Mail Policy

Introduction

Electronic Mail (e-mail) is a tool provided by the College to complement traditional methods of communications and to improve academic and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the College e-mail system implies consent to all College IT policies and practices. Violations of the policy may result in restriction of access to the College e-mail system and/or other appropriate disciplinary action. The purpose of this policy is to ensure the proper use of the College's e-mail system by its students, faculty, staff and other authorized persons.

Students who graduate in December, or May will have access to their Bellin College email account through August 15.

Scope

This policy applies to all users of Bellin College technology resources. A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a College system; or who connects to, or attempts to connect to or traverse, the College network, whether by hardware or software or both, whether on campus or from remote locations.

Policy

The College Microsoft Exchange e-mail system is the only recognized e-mail system used to communicate between faculty, staff and students. This is necessary to ensure the delivery and receipt of official communications.

1. Acceptable Use

Reference the *Acceptable Use Policy* for guidance on acceptable use, inappropriate use, and user responsibilities. Users must exercise caution when forwarding messages, either internally or externally. Sensitive information such as: social security numbers, addresses, age, gender etc. must not be forwarded to any party outside of the College without the prior approval of an appropriate authority.

2. User Responsibility

Users are expected to read e-mail on a regular basis and manage their accounts appropriately. E-mail messages regarding College matters sent from an administrative office, faculty, or staff member is considered to be an official notice.

Sharing of passwords is strictly prohibited. Each user is responsible for his/her account, including the safeguarding access to the account. All e-mail originating from an account is deemed to be authored by the account owner and it is the responsibility of that owner to ensure compliance with these guidelines.

3. Privacy

The College will make every attempt to keep e-mail messages secure; however, privacy is not guaranteed and users should have no general expectation of privacy in e-mail messages sent through the College system. Users must be aware that e-mail can, depending on the technology, be forwarded, intercepted, printed, and stored by others. E-mail that is not encrypted can be viewed by people other than the intended recipient, while in transit or on mail servers. Because messages can be stored in backups e-mail actually may be retrievable when a traditional paper letter would have been discarded or destroyed.

4. E-mail Etiquette

When using e-mail as an official means of communication, users should apply the same professionalism, discretion and standards that they would use in written business communication. Furthermore, users should not communicate anything via e-mail they would not be prepared to say publicly. The following practices should be following when using e-mail:

- Use a meaningful subject line when sending a message
- Be concise and to the point
- Use proper spelling, grammar and punctuation
- Avoid abbreviations that the reader may not be familiar with

- Do not attach unnecessary files
- Use proper layout and structure
- Do not overuse the high priority option
- Use upper and lower case letters in your message. Messages typed in all upper case give the impression of shouting.
- Be selective about recipients to avoid wasting people's time. Use of distribution lists or 'reply to all' features of e-mail should be carefully considered and only used for legitimate purposes
- Read the e-mail before sending
- Only use delivery and read receipts when necessary

5. System Monitoring

The College collects statistical data about its e-mail systems consistent with generally-accepted business practices. The College monitors the use of e-mail to ensure the ongoing availability, reliability, and security of the system. The College may employ, at any time, tools to analyze statistical information to detect unauthorized usage, denial of service attacks, capacity planning and network problems. Under certain circumstances, it may be necessary for the IT staff or other appropriate College officials to access e-mail files to maintain the system, to investigate security or abuse incidents, or violations of this or other College policies. Such access will be on an as-needed basis and any e-mail accessed will only be disclosed to those individuals with a need-to-know or as required by law.

6. Mailbox Size Limits

The College has the right to restrict the amount of user space on the e-mail server as necessary and to revise the size restrictions as necessary. Specific space restrictions can be found at www.bellincollege.edu/technology.

7. Records Retention

Individuals are responsible for saving e-mail messages as they deem appropriate. Messages are automatically purged from folders as follows in order to save storage space:

- Inbox - 365 days
- Sent - 365 days
- Deleted Items- 90 days
- Junk - 30 days

8. E-Mail Size Limits

A 50 megabyte size restriction for all e-mail is enforced whether being sent or received. This is necessary to preserve network bandwidth and mailbox storage resources.

9. E-Mail Signature

E-mail signatures indicating name, job title, address, contact info, and other particulars are strongly recommended for all e-mail messages whether sent to internal or external receivers.

10. Data Backup

The e-mail system is backed up on a nightly basis and stored for 14 days.

11. Organizational Accounts

Shared organizational accounts can be created for those offices requiring shared access to a central mailbox to better support customer communications.

12. Supported Mail Clients

Microsoft Outlook and Outlook Web Access (through Internet Explorer) are the officially supported methods for accessing e-mail. Use of an alternate method, such as the Outlook Express or OWA via Firefox or other Internet browser is not supported by the College.

13. Junk Mail & Virus Protection

The College employs both software and hardware solutions to prevent junk e-mail, spam and virus infected messages and files from entering our systems.

It is impossible to guarantee protection against junk and virus-infected email. Users are encouraged to forward nuisance messages to the spam mailbox (spam@bellincollege.edu). IT Services will make every effort to prevent these messages from entering our system. Users should use proper care and actions to prevent the spread of viruses. Virus-infected e-mail often appears to be sent from a friend or coworker and will contain an attachment. This attachment is the virus carrier and, by opening the attachment, the virus code is executed. Attachments should be opened only when you are sure of the sender and message. Contact the Helpdesk if any doubts exist. (helpdesk@bellincollege.edu)

► Student Organizations

Formal and informal social functions are sponsored throughout the year by students, faculty and service groups of the College.

Kappa Pi of Sigma Theta Tau Nursing Honor Society

The Kappa Pi Chapter at-Large of Sigma Theta Tau is an organization that evolved in order to foster an environment in which professional development, scholastic achievement and advancement of nursing is nurtured through research. Honor Society membership is by invitation to seniors with a 3.0 GPA and in the top 35% of their class. Master's students and nursing community leaders may also be invited to join.

IHI - Open School for Health Care Professionals

The IHI (Institute for Health Care Improvement) Open School for Health Professions is an interprofessional education community that gives participants the skills to become change agents in health care improvement. The IHI - Open School offers a range of online courses in the areas of quality improvement, patient safety, and leadership. Each course takes roughly an hour to two hours to complete and consists of several lessons taking 15-30 minutes each. Students take a quiz and pass if at least 75% of questions are answered correctly. Certificates are offered after completion. Participation is free to students.